

WESTSIDE UNION SCHOOL DISTRICT  
REGULAR BOARD MEETING  
HILLVIEW MIDDLE SCHOOL  
September 18, 2018

Mission Statement: Recognizing the exceptionalism of every child, the mission of Westside Union School District is to educate all students to universally high levels of academic competence. We are committed to comprehensive systems of instructional delivery that include research-based best practices to assure this outcome by “pointing the way, providing the path” to success.

Vision Statement: Our vision is to graduate students who have acquired the knowledge, skills and attitudes necessary to achieve significant career, educational, civic and personal goals, which will enrich our society as positive role models and responsible citizens.

**5:00 p.m.** – Regular Session  
Adjourn to Closed Session  
**6:00 p.m.** – Reconvene to Regular Session

Teleconference:  
TownePlace Suites  
10569 Fairway Dr.  
Roseville, CA

CALL TO ORDER \_\_\_\_\_ p.m.

- I. OPEN SESSION \_\_\_\_\_ p.m.
  - A. Flag Salute
  - B. Roll Call

BOARD OF TRUSTEES

John Curiel \_\_\_\_\_  
Patricia Shaw \_\_\_\_\_  
Jennifer Navarro \_\_\_\_\_  
Steve DeMarzio \_\_\_\_\_

SUPERINTENDENT

Regina Rossall \_\_\_\_\_

- II. ITEMS FROM THE FLOOR – Closed Session  
Please submit a yellow “Request To Speak To The Board of Trustees” in the folder on the exhibit table for agenda and non-agenda items to the Secretary of the Board prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, no more than twenty (20) minutes on the same subject. This portion of the agenda is for presentations to the Board regarding closed session items only. This is not a question and answer period where the Board enters into dialogue. Testimony is not protected from damage claims for libel. Public Charges or allegations may result in legal action being brought by those individuals. If you have questions for the Board, please provide the Board President with a copy and an administrator will provide answers at a later date.

- III. CLOSED SESSION  
Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

Opened: \_\_\_\_\_ Closed: \_\_\_\_\_

- a. Conference with Labor Negotiators (Gov’t. Code §54957.6)
- b. Existing/Anticipated/Pending Litigation (Gov’t Code §54956.9)

- c. Conference with Real Property Negotiator
- d. Public Employee Discipline/Dismissal/Release/Appointment (Gov't Code §54957)
- e. Pupil Personnel (Ed Code 35146 and 48918)
  - 1 Case

IV. RECONVENE TO OPEN SESSION at \_\_\_\_\_ p.m.

V. REPORT OF CLOSED SESSION ACTION

VI. INTRODUCTION OF BOARD CANDIDATES

VII. PRESENTATIONS

- A. Daughters of the American Revolution - Constitution Week Proclamation
- B. Leona Valley Site Presentation
- C. Master's Project – Erick Jackson
- D. Volunteer Security – Erik Evers

VIII. HEARING SESSION/STAFF REPORTS

- A. Board Comments
- B. Staff Reports
  - 1. Assistant Superintendent Administrative Services
  - 2. Assistant Superintendent Educational Services
  - 3. Deputy Superintendent
  - 4. Superintendent

IX. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representatives
- B. California School Employees Association Representatives
- C. Parent Teacher Association Representatives
- D. West Antelope Valley Educational Foundation Representatives

X. ITEMS FROM THE FLOOR

Please submit a yellow "Request To Speak To The Board of Trustees" in the folder on the exhibit table for agenda and non-agenda items to the Secretary of the Board prior to the meeting. Not more than three (3) minutes are to be allotted to any one (1) speaker, no more than twenty (20) minutes on the same subject. This is not a question and answer period where the Board enters into dialogue. Testimony is not protected from damage claims for libel. Public Charges or allegations may result in legal action being brought by those individuals. If you have questions for the Board, please provide the Board President with a copy and an administrator will provide answers at a later date.

XI. PUBLIC HEARING

A hearing to receive public input on Resolution 19-04, Sufficiency of Textbooks or Instructional Materials

Open \_\_\_\_\_ Closed \_\_\_\_\_

XII. BUSINESS SESSION

- A. Organizational/Governance
    - 1. Agenda Item 1 Goal #
- Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

To approve the Agenda of the Regular Meeting of  
September 18, 2018

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

Actions proposed for the Consent Calendar, are items with adopted policies and approved practices of the District and are deemed routine in nature. They will be acted upon in one motion, without discussions, unless members of the Board request an item's removal. The item will then be removed from the motion to approve and after the approval of the consent agenda the item(s) will be heard.

Items 2a -2h      Goal #

2.      Consent
- a.      Minutes of the Regular Meeting on September 4, 2018
  - b.      Fundraising Authorization
  - c.      Universal Gift
  - d.      Personnel Report
  - e.      Purchase Orders
  - f.      Consultant/Contract Schedule
  - g.      Conference/Workshop Schedule
  - h.      Resolution 19-05, Non-Routine Budget Revisions, Adjustments and Transfers

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of the Consent Items as presented

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

3.      Election of Clerk:      Item 3

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

NOMINEE      NOMINATED BY  
SECONDED BY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Close Nominations

Vote:

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

4.      Discussion Item      Item 4  
•      Board Governance

- B.      Educational Services  
5.      Recognition of the Teacher of the Year Day      Item 5      1c

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

9-18-18

Approval of the Teacher of the Year Day

Goal #

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

- 6. Resolution 19-04, Sufficiency of Textbooks or Instructional Materials Item 6

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of Resolution 19-04, Sufficiency of Textbooks or Instructional Materials

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

C. Personnel

- 7. Memorandum of Understandings between Westside Union School District and Westside Union Teachers Association: Item 7

- 19-01 – Overage for Kindergarten Classes
- 19-02 – Instructional Leader Positions
- 19-03 – Article 29 – Medigap
- 19-04 – Article 7.2.1.3.2 – Official Transcripts

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of Memorandum of Understandings 19-01, 19-02, 19-03 and 19-04

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

D. Business Services

- 8. Revised Board Policies, Administrative Regulations and Board Bylaw: Item 8

- BP 1340, Access to District Records
- BP/AR 3312.2, Educational Travel Program Contracts
- BP/AR 3320, Claims and Actions Against the District
- AR 3541, Transportation Routes and Services
- AR 3580, District Records
- Board Bylaw 9012, Board Member Electronic Communications

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Approval of the first reading of the revised Board Policies, Administrative Regulations and Board Bylaw.

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

XIII. INFORMATION SESSION

A. Items From The Floor – Continued

B. Dates to Remember:

1. Board Safety Workshop and Board Candidate Orientation – September 22, 2018
2. AVSBA Community Education Summit – September 25, 2018

9-18-18

4. Board Candidate Orientation – October 11, 2018

C. Board Comments – Continued

XIV. NEW BUSINESS  
Future Board Meeting Items

XV. CLOSED SESSION - Continued

XVI. RECONVENE TO OPEN SESSION at \_\_\_\_\_ p.m.

XVII. REPORT OF CLOSED SESSION ACTION

XVIII. ADJOURNMENT

There being no further business to come before the Board, the regular meeting of September 18, 2018, is adjourned at \_\_\_\_\_ p.m. by the Board President.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact Tonya Williams at (661) 722-0716. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting room.

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection on the District Web Site, [www.westside.k12.ca.us](http://www.westside.k12.ca.us) or in the District Office located at 41914 50<sup>th</sup> St. West, Quartz Hill, CA 93536 during normal business hours (8:00 a.m. – 4:00 p.m.).

## **Core Beliefs and Board Goals 2018-2019**

**The District uses data to create a learning-oriented culture for both staff and students which defines success in terms of improvement and progress.**

1. **WE BELIEVE THAT OUR TEACHERS AND STAFF ARE OUR MOST VALUABLE ASSETS AND RESOURCES**
2. **WE OPERATE WITH TRANSPARENCY, TRUST AND INTEGRITY, GOVERNING IN A DIGNIFIED, PROFESSIONAL MANNER, TREATING EVERYONE WITH CIVILITY AND RESPECT**
3. **WE ARE ABSOLUTELY COMMITTED TO PROVIDING A SAFE, DISTINGUISHED AND ENGAGING LEARNING ENVIRONMENT THAT ENSURES ALL STUDENTS LEARN TO THEIR HIGHEST POTENTIAL**
  - ❧ A. Build the capacity of board and district staff in developing and monitoring data related to goals and priorities specifically in the area of cultural responsiveness and educational equity
  - ❧ B. A key concern and priority for this governing board is improving the accuracy and consistency of grading which should measure what students know, as they play a crucial role in every aspect of students' academic lives and future lives as global citizens. Areas of concern are: 1) Grades reflect progressive and mastery of content. 2) They are predictable and understood by parents and third parties. 3) That non-academic factors are graded separately. 4) The system adopted is not overwhelming for teachers.
  - ❧ C. The district will continue to develop School Safety protocols.
    - ❖ Annual Report by Educational Services
4. **WE ARE ABSOLUTELY COMMITTED TO PROVIDING THE NECESSARY FACILITIES TO MEET THE HOUSING AND EDUCATION NEEDS OF OUR CHANGING STUDENT POPULATION AND A VISION THAT PROMOTES AND SUPPORTS THEIR FUTURE**
  - ❧ A. Continue the Cottonwood Elementary School modernization
    - ❖ Annual Report by Business Services
5. **WE ARE FISCALLY TRUSTWORTHY AND DEDICATED TO RESPONSIBLE FINANCIAL ACCOUNTABILITY**
6. **WE BELIEVE IN AND PROMOTE PARENT AND COMMUNITY INVOLVEMENT IN WESTSIDE UNION SCHOOL DISTRICT**

## 2018-2019 Board Expectations

**The District uses data to create a learning-oriented culture for both staff and students which defines success in terms of improvement and progress.**

### **1. WE BELIEVE THAT OUR TEACHERS AND STAFF ARE OUR MOST VALUABLE ASSETS AND RESOURCES**

#### EXPECTATIONS:

- a. Provide staff development to enable employees in a job classifications to maintain and improve their skills to meet stated goals of the Board to meet the needs of students. Continuously monitor and re-evaluate formula-driven staffing levels that adequately address student ratios and campus needs for all classifications of employees (classified, certificated, confidential, and administration)
- b. Maintain and monitor administrative training programs to enable existing staff to become administrators or to increase the skills of current administrators to assume increasing levels of responsibility in the future as well as immediately assisting with the reduction of attendance issues, traffic safety and student discipline at all school sites. Create programs that enable classified employees who want to become teachers to obtain the necessary information to do so, and work with the CSEA Board to make sure members know about contractual benefits available when taking college classes. As grants become available to help classified employees become teachers, apply for any for which the District is eligible.
- c. Provide ongoing recognition for school achievement, program development, i.e., California Gold Ribbon, Golden Bell, Employee of the Year, and Program Innovation: Joe Walker STEALTH, Gregg Anderson Academy, The IDEA Academy at Cottonwood, Westside Academy and Hillview 6<sup>th</sup> Grade Academy
- d. Continue a long-term plan to provide total compensation for all positions within the district that is competitive with the surrounding Antelope Valley elementary school districts
- e. Provide ongoing training to ensure a safe work place for all employees
- f. As funds are available revenues will be placed in a separate account to pay for long term post-employment benefits

☞ a, d & e - Annual Report by Human Resources

☞ b & c - Annual Report from Superintendent

☞ f - Annual Report by Business Services

### **2. WE OPERATE WITH TRANSPARENCY, TRUST AND INTEGRITY, GOVERNING IN A DIGNIFIED, PROFESSIONAL MANNER, TREATING EVERYONE WITH CIVILITY AND RESPECT**

#### EXPECTATIONS

- a. Continue to improve the knowledge level of trustees through ongoing training, participation in political actions that influence improved funding and legislation for educational programs, and programs of independent study. All Board Members will attend the CSBA Annual Education Conference, with a report of sessions attended at a future Board Meeting, and receive a Masters in Governance certification
- b. The board will initiate the annual process for self-evaluation in June
- c. Annually set objectives to meet the goals of the district in June
- d. Continue to improve working relationship with employee unions to enable communications that enhance the overall well-being of the district including all employees
- e. A public-friendly version of the three major budget reports of the year shall be posted on the website

3. **WE ARE ABSOLUTELY COMMITTED TO PROVIDING A SAFE, DISTINGUISHED AND ENGAGING LEARNING ENVIRONMENT THAT ENSURES ALL STUDENTS LEARN TO THEIR HIGHEST POTENTIAL**

EXPECTATIONS:

- a. Staff will monitor comprehensive plans for improving student achievement including the Local Control Accountability Plan (LCAP) and the Comprehensive Safety Plans including the sections related to student discipline.
- b. All students will receive rigorous and effective instruction, support and intervention that afford equitable access to a high quality educational experience in an environment that nurtures critical thinking, communication, collaboration, creativity and social responsibility.
- c. Teachers will use research-based best practices to design and deliver instruction, which addresses the knowledge, concepts and skills outlined in the State Standards. Teachers will design lessons that actively engage the minds of all learners with that which is to be learned. Learning objectives that describe what students will be able to do successfully and independently at the end of each lesson will be clearly articulated. Formative assessment will be used to guide and inform instruction. Summative assessment will be used to measure student learning.
- d. Professional Development will be aligned to improve student outcomes. Data will be collected to substantiate growth in student achievement.

4. **WE ARE ABSOLUTELY COMMITTED TO PROVIDING THE NECESSARY FACILITIES TO MEET THE HOUSING AND EDUCATION NEEDS OF OUR CHANGING STUDENT POPULATION AND A VISION THAT PROMOTES AND SUPPORTS THEIR FUTURE**

EXPECTATION

- a. Monitor and maintain high-quality information technology systems throughout the District
- b. Continue to implement sustainable clean energy programs that promote the long-term well-being of both the District's finances and the environment.
- c. Receive annual updates to the District's Facilities Master Plan while exploring and securing options to finance the plan.

☞ b & c – Annual Report by Business Services

5. **WE ARE FISCALLY TRUSTWORTHY AND DEDICATED TO RESPONSIBLE FINANCIAL ACCOUNTABILITY**

EXPECTATIONS:

- a. Continue to decrease encroachment of general funds by Special Education
- b. Continue to update and implement the adopted Technology Plan
- c. Continue to increase operational efficiency
- d. Citizens Oversight Committee will hold required meetings
- e. Set budget priorities based on the goals of the District
- f. Support and retain partnerships that have a mutual priority to maximize the available dollars for improving programs for students
- g. Maintain student Average Daily Attendance to exceed 96% percent.
- h. Senior Staff to hold twice-yearly fiscal status updates at employee work locations in order to educate and inform our stakeholders
- i. Maintain a financially responsible, positive District budget for the current year and two out years in order to preserve Westside's financial solvency, educational programs and the continued payment of employee salaries.

☞ g - Annual ADA Report by Business Services

☞ a, b, c, d, e, f, h & i - Budget Presentations by Business Services



**6. WE BELIEVE IN AND PROMOTE PARENT AND COMMUNITY INVOLVEMENT IN WESTSIDE UNION SCHOOL DISTRICT**

**EXPECTATIONS:**

- a. Continue to monitor and implement plans to increase communication and participation with parents regarding their children's education including the use of PowerSchool/PowerTeacher by all teachers.
- b. Implement plans to improve parent communication and participation with parents of all students.
- c. Explore ongoing efforts to increase communication with the community, utilizing methods that are cost effective.
- d. Strengthen partnerships with businesses, community organizations, and public agencies.
- e. Annually share the Board's goals and accomplishments with the stakeholders. Each school year will begin with a State of the District presentation by Superintendent and staff where maximum efforts are made to assure that the meeting is well-attended by the public.
- f. Create, administer and compile surveys for constituents that will generate data to measure district effectiveness to drive district decisions.
- g. Continue to explore means of obtaining input from stakeholders.
- h. Each Trustee will regularly attend community and school site events
- i. The Board will play an active role in promoting our district's image in the community and positive working relationships with all stakeholders.
- j. Keep public postings and communications current. Staff will monitor weekly. Partner with parents and community to develop and implement school programs.

☞ e - Posted on District Website

BOARD AGENDA

September 18, 2018

TO: BOARD OF TRUSTEES  
PREPARED BY: Regina L. Rossall, Superintendent  
SUBJECT: Board Meeting Agenda

BACKGROUND:

The Board is requested to approve the Agenda for September 18, 2018.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

BOARD AGENDA

September 18, 2018

TO: BOARD OF TRUSTEES  
PREPARED BY: Regina L. Rossall, Superintendent  
SUBJECT: Board Minutes

BACKGROUND:

The Board is requested to approve the Minutes of the Regular Meeting on September 4, 2018.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

WESTSIDE UNION SCHOOL DISTRICT  
BOARD OF TRUSTEES  
MINUTES  
September 4, 2018

I. CALL TO ORDER

At 5:00 p.m. John Curiel, President, called to order the Regular Board Meeting of the Westside Union School District Board of Trustees.

II. Flag Salute – Presentation of Colors, Joe Walker Civil Air Patrol  
Jennifer Navarro, Trustee

III. ROLL CALL

John Curiel, President – Present  
Patricia K. Shaw, Vice President - Present  
Jennifer Navarro, Member – Present  
Steven DeMarzio, Member – Present

SUPERINTENDENT

Regina Rossall – Present

IV. ITEMS FROM THE FLOOR

None

V. OTHERS PRESENT

Prof. Amaka Donn, Kathryn Conner, Kaoru Thomas, Bill Lindoff, Jake Briggs, Jeri Gonzalez, Pancho Gonzalez, J Barte, Spencer Hilliard, Jonathan Weber, Anthony Langford, Claudia McDonald, Christy Jensen, Bob Dunham, Matt Anderson, Patricia Bothuel, Sandy Jones, Sharonne Campo, Brittany Tallosi, Shirley Hill, Laura Duran, Andrea Paxton, Sylvia Borg-Otting, Dora Navarro-Duenas, Korina Barefield, Lisa Jehlicka, Stacy Henderson, Antoinette Griffin, Alix Oddo, Elvia Valenzuela, Reyna Smith, Wendy Richman, Susan Burke, Kristie Jakeway

VI. M19-24- The motion was made by Steve DeMarzio seconded by Patricia K. Shaw and carried 4/0 to adjourn to closed session at 5:01 p.m. to consider:

- a. Conference with Labor Negotiators (Gov't Code §54957.6)
- b. Existing/Anticipated/Pending Litigation (Gov't Code §54956.9)
- c. Conference with Real Property Negotiator
- d. Public Employee Discipline/Dismissal/Release/Appointment Unrepresented Management (Gov't Code §54957)
- e. Pupil Personnel (Ed Code 35146 and 48918)  
1 Case

VII. RECONVENE TO OPEN SESSION at 6:02 p.m.

VIII. CLOSED SESSION ACTION

A. M19-25- The motion was made by Patricia K. Shaw seconded by Steve DeMarzio and carried 4/0 to approve the Settlement Agreement for OAH Case Number 2018081459.

IX. INTRODUCTION OF BOARD CANDIDATES

X. PRESENTATIONS

- A. Site Presentations and Employee Recognitions:
  - Anaverde Hills
  - Joe Walker
- B. 2017-18 Unaudited Actuals

XI. HEARING SESSION/STAFF REPORTS

A. Board Comments:

Steve DeMarzio:

Anaverde Hills you always do a great job.

- I think you are on the right track with your standards based grading.
- Promoting all your 8<sup>th</sup> graders last year was outstanding.
- I see your site is very active, great job.

Joe Walker I am glad to see you're emphasizing both college and career readiness.

- Getting commercial-grade 3D printer and laser engraver is very cool. Hopefully, you can add a CNC machine to your repertoire.
- Both of my kids attended Joe Walker. I wish they were there now, with all the things that are happening on your campus.

Jennifer Navarro

Great job, Anaverde Hills

- Red is a great color for Anaverde Hills; you give your whole heart and you can feel it when you walk on the campus.
- You have a great way of analyzing the data; keep up the great work.
- Thank you for the energy you bring to the school and district.
- I love your out-of-the-box thinking keeping your community informed.

Joe Walker – I remember watching the Color Guard at graduation last June, I appreciate them.

- I am a big AVID advocate.
- I love how goal-oriented you are.
- There are a lot of great things going on at Joe Walker, I see why you are busting at the seams with students. Keep up the good work.

Patricia K. Shaw:

- Great job!! I can't say enough about Anaverde Hills.
- Joe Walker, thank you for everything you are doing.

John Curiel

Anaverde Hills, once again you proved you have a lot of spirit.

- Your passion for your community and school is overwhelming.
- I enjoyed visiting your school last week.
- I like the collaborative planning you have at your site.

Joe Walker, I enjoyed your Back to School Nights.

- Thank you so much for the job that you do.
- My students attended Joe Walker and received a quality education there.
- Thank you for all your collaborative effort.
- The Civil Air Patrol does a great job; the students should be commended
- Thank you, Joe Walker, for all you do.

I attended the Board Candidate Orientation meeting on Saturday where they covered Standard-Based Grading.

B. Staff Reports:

1. Assistant Superintendent Administrative Services – Shawn Cabey

- a. It's always good to have the school sites present. They have exciting things happening at their sites.
  - b. Anaverde Hills invited Marguerite and myself to come out and view an app, Hero 911. Law Enforcement signs up for the app and if an emergency happens they are alerted by the app; it's an interesting concept. The cost of the app for the district is about \$30,000.
  - c. Lisa Jehlicka, thank you very much for your presentation on the Unaudited Actuals.
2. Assistant Superintendent Educational Services - Marguerite Johnson
- a. Congratulations, Lisa, on your presentation.
  - b. Thank you, Anaverde Hills and Joe Walker, for your presentations this evening. I appreciate how thoughtful both of you were on aligning your goals around the LCAP.
3. Deputy Superintendent - Robert Hughes
- a. Anaverde Hills and Joe Walker, nice job. You are schools that have so much going on.
  - b. I appreciate everyone coming out to the health fair last week, about 600 staff attended.
  - c. The tailgate party is this weekend, September 8, 2018.
4. Superintendent – Regina Rossall
- Mrs. Rossall reviewed the following items with the Trustees:
- a. I would also like to thank Anaverde Hills and Joe Walker; your presentations were very informative and very well done.
  - b. Andrea, I would like to thank you for bringing the app to our attention.
  - c. I would like to invite the Trustees to the LACOE Teacher of the Year Luncheon, on September 21, 2018. If you are interested in attending, please let me or Tonya know as soon as possible.
  - d. The grand opening for Cottonwood will be moved to the middle of October.
  - e. We will be having the WASC flag raising ceremonies at Anaverde Hills, Del Sur and Joe Walker.
  - f. Enrollment has topped at 9,600.
  - g. Great job, Robert, for the health fair last week.
  - h. I hope to see all of you at the Tailgate party on Saturday. I would like to thank the Marroquin Family for their donations to this event.

## XII. PERSONAL APPEARANCES

- A. Westside Union Teachers Association Representative – Bob Dunham, President
- I would like to say hello as this is my first meeting for the school year.
  - Thank you, Robert, for the health fair; there were a lot of good services offered this year.
  - I would like to invite all the Board Candidates to meet with WUTA. We will let you know when we have confirmed a date.
- B. California School Employee Association Representative – Jeri Holmes, President
- Thank you, Robert, for the health fair; it was very well attended and everyone appreciated it.
  - I would like to thank the district for all the trainings that have been offered to classified staff.
  - CSEA will also be looking at dates to meet with the Board Candidates.
- C. Parent Teachers Association Representative

- D. WAVE Representative – Jennifer Navarro and Robert Hughes
- Tailgate Party on September 8, 2018, tours begin at 3:00 p.m. and the event starts at 4:00 p.m.

XIII. ITEMS FROM THE FLOOR – Regular Session  
None

XIV. PUBLIC HEARING  
None

XV. BUSINESS SESSION

Organizational/Governance

1. M19-26 - Item 1. Approval of the agenda of the Regular Board Meeting of September 4, 2018, as submitted. The motion was made by Steve DeMarzio seconded by Patricia K. Shaw and carried 4/0.
2. M19-27 - Items 2a – 2g. The motion was made by Steve DeMarzio seconded by Jennifer Navarro and carried 4/0 to approve the consent agenda.
  - 2a Minutes of the Regular Meeting on August 21, 2018
  - 2b Fundraising Authorization - Revised
  - 2c Personnel Report
  - 2d Purchase Orders
  - 2e Consultant/Contract Agreement Schedule
  - 2f Conference/Workshop Schedule
  - 2g Resolution 19-02, 2017-18 Interfund Cash Transfers
3. Item 3. Discussion Item
  - Board Governance
    - Election of a Clerk at the next Board Meeting. This will replace Linda Jones.

XVI. BUSINESS

4. M19-28 - Item 4. The motion was made by Jennifer Navarro seconded by Patricia K. Shaw and carried 4/0 to approve the 2017-18 Unaudited Actuals.
5. M19-29 - Item 5. The motion was made by Steve DeMarzio seconded by Jennifer Navarro and carried 4/0 to approve Resolution 19-03, Revised 2017-18 Gann Limit and Projected 2018-19 Gann Limit.

XVII. NEW BUSINESS

- Election of Board Clerk

XVIII. UNFINISHED BUSINESS  
None

XIX. ADJOURNMENT – The meeting was adjourned at 8:00 p.m. by the Board President.

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John Curiel, President  
September 18, 2018

BOARD AGENDA

September 18, 2018

TO: BOARD OF TRUSTEES  
PREPARED BY: Regina L. Rossall, Superintendent  
SUBJECT: Fund Raiser Approval List

BACKGROUND:

Attached for review and approval by the Board are individual requests from school organizations for fund raising activities. Each is presented on the District's pre-approved form.

PROGRAM/EDUCATIONAL IMPLICATION:

Funds raised as a result of the activities benefit the individual schools as described in each form.

COST ANALYSIS/FUNDING SOURCE:

Approval of these activities increases the funding available for the affected schools as noted on each form.

SUPERINTENDENT'S RECOMMENDATION:

Approval



## FUND RAISER APPROVAL LIST

Approved at the Board Meeting of September 18, 2018

### Esperanza

Description: PTA Membership  
Date: 2018-19 School Year  
Purpose: To provide memberships for student body, teachers, parents, and community.

Requesting Group: Esperanza PTA

Description: Student Store, Spirit Wear  
Date: 2018-19 School Year – Every Wednesday  
Purpose: To raise funds to provide assemblies, field trips, binder reminders, Mystery Science, etc.

Requesting Group: Esperanza PTA

Description: Restaurant Night  
Date: September 24, 2018  
Purpose: To raise funds to provide assemblies, field trips, binder reminders, Mystery Science, etc.

Requesting Group: Esperanza PTA

Description: Book Fair  
Date: August 29 – September 7, 2018  
Purpose: To sell books to make money for school library and \$100. worth of books for each teacher.

Requesting Group: Esperanza PTA

Description: Fall Fundraiser – Great American Fundraising Catalog Sales  
Date: September 17-30, 2018  
Purpose: To sell books to make money for school library and \$100. worth of books for each teacher.

Requesting Group: Esperanza PTA

### Hillview

Description: Box Tops  
Date: 2018-19 School Year  
Purpose: To raise funds for Hillview Middle School.

Requesting Group: Hillview PTA

Description: Membership  
Date: 2018-19 School Year  
Purpose: To raise funds for Hillview Middle School.

Requesting Group: Hillview PTA

Hillview

Description: Snack bar at Volleyball Games  
Date: September – October 2018  
Purpose: To raise funds for Hillview Middle School.  
Requesting Group: Hillview PTA

Description: Cheer-A-Thon  
Date: September 28, 2018  
Purpose: Competition Fees  
Requesting Group: Hillview ASB

Description: Holiday Boutique  
Date: December 3-7, 2018  
Purpose: To raise funds for Hillview Middle School.  
Requesting Group: Hillview PTA

Description: See's Candy Sales  
Date: December 3-7, 2018  
Purpose: To raise funds for Hillview Middle School.  
Requesting Group: Hillview PTA

Joe Walker

Description: Pre-ordering Yearbooks  
Date: 2018-19 School Year  
Purpose: To pay for pre-ordered annual yearbooks for students, staff and site.  
Requesting Group: Joe Walker ASB

Description: Rummage Sale  
Date: November 3, 2018  
Purpose: For transportation and costs associated with the Disney band trip, festival and tour.  
Requesting Group: Joe Walker ASB

Leona Valley

Description: After School Dance  
Date: September 21, 2018  
Purpose: Community building among students and raise some funds for additional PTO sponsored activities.  
Requesting Group: Leona Valley PTO

Description: Fall Festival  
Date: October 5, 2018  
Purpose: Fun, community-building event, raise funds for additional PTO sponsored activities.  
Requesting Group: Leona Valley PTO

Leona Valley

Description: Student Holiday Store  
Date: December 13-14, 2018  
Purpose: Allow students an opportunity to shop for gifts for family and friends.  
Raise funds for future PTO sponsored activities.  
Requesting Group: Leona Valley PTO

Quartz Hill

Description: Lip Sync Battle  
Date: September, October, November and December 2018  
Purpose: To raise funds for support of AR literacy programs and school rewards.  
Requesting Group: Quartz Hill PTA

Description: Club Choice Catalog Sales  
Date: September 27 – October 12, 2018  
Purpose: To raise funds for field trips, assemblies and family events.  
Requesting Group: Quartz Hill PTA

Description: Dine-Out – Vince’s Pasta & Pizza  
Date: November 2, 2018  
Purpose: Family enrichment and community involvement.  
Requesting Group: Quartz Hill PTA

Westside Union School District  
41914 50<sup>th</sup> Street West  
Quartz Hill, CA. 93536  
(661) 722-0716 FAX: (661) 206-3645

SEP 12 2018

**FUNDRAISING AUTHORIZATION**  
Elementary School

School Esperanza

Date 8/15/2018

Requesting Group:  PTA  PTO  PTSA

Date(s) of Fund Raiser Entire School Year Event Start Time n/a

Location of Fund Raiser Esperanza

Description of Fund Raiser PTA memberships - annual

Purpose of the Fund Raiser provide memberships for student body, teachers, parents and community

For the benefit of (be specific) entire school / community

Person Supervising Fund Raiser Michelle Doyle

Person Responsible for the Money Michelle Doyle / PTA Board

Projected Expenses \$ 100

Projected Profit \$ 750 - 1,000

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)  
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)  
Organizations are encouraged to select items of good nutritional quality. (BP3554)  
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President Cassie Meckam Date 8/15/2018

Signature of Principal or Assistant [Signature] Date 8/15/18  
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

BU-13 10-14 Original to District Office for Approval at next Board Meeting. An approved copy will be sent back to school site.

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SEP 12 2018

**FUNDRAISING AUTHORIZATION**  
Elementary School

School Esperanza

Date 8/15/2018

Requesting Group:  PTA  PTO  PTSA

Date(s) of Fund Raiser Every Wednesday Event Start Time During Lunch (10:30-12:30)

Location of Fund Raiser back stage in cafeteria

Description of Fund Raiser Student store, Spirit wear

Purpose of the Fund Raiser raise funds to provide assemblies, field trips, binder reminders, Mystery Science, etc.

For the benefit of (be specific) entire student body

Person Supervising Fund Raiser Vicky Stephenson

Person Responsible for the Money Vicky Stephenson / PTA Board

Projected Expenses \$ 3,000

Projected Profit \$ 1,500

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
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Organizations are encouraged to select items of good nutritional quality (BP3554)  
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Signature of PTA/PTO/PTSA President Carmie Mechem

Date 8/15/2018

Signature of Principal or Assistant [Signature]

Date 8/15/18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

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SEP 13 2018

**FUNDRAISING AUTHORIZATION**  
Elementary School

School Esperanza

Date 8/15/2018

Requesting Group:  PTA  PTO  PTSA

Date(s) of Fund Raiser Various Dates 9/24/18 Event Start Time 9/24/18 2018-2019 school

Location of Fund Raiser Various Restaurants - Vince's Pizzeria

Description of Fund Raiser Restaurant Nights Family Time

Purpose of the Fund Raiser raise money for school assemblies, field trips, Honor Awards, binder reminders.

For the benefit of (be specific) entire student body

Person Supervising Fund Raiser Kyle Herndon

Person Responsible for the Money PTA Board

Projected Expenses \$ 0

Projected Profit \$ 4,000

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)  
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)  
Organizations are encouraged to select items of good nutritional quality (BP3554)  
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President Cassie Mechem Date 8/15/2018

Signature of Principal or Assistant [Signature] Date 8/15/18  
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

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SEP 12 2018

**FUNDRAISING AUTHORIZATION**  
Elementary School

School Esperanza

Date 8/15/2018

Requesting Group:  PTA  PTO  PTSA

Date(s) of Fund Raiser 8/29 - 9/7/2018 Event Start Time 9am

Location of Fund Raiser Room 42

Description of Fund Raiser Book Fair

Purpose of the Fund Raiser to sell books to make money for School library and \$100 of books for each teacher

For the benefit of (be specific) Entire Student body, teachers, Staff

Person Supervising Fund Raiser Melissa Almaraz / Carrie Mechem

Person Responsible for the Money Melissa Almaraz / PTA Board

Projected Expenses \$ 5,000

Projected Profit \$ 5,000

(Scholastic dollars)

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Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)  
Organizations are encouraged to select items of good nutritional quality (BP3554)  
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President Carrie Mechem Date 8/15/2018

Signature of Principal or Assistant [Signature] Date 8/15/18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

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SEP 12 2018

**FUNDRAISING AUTHORIZATION**  
Elementary School

School Esperanza

Date 8/15/2018

Requesting Group:  PTA  PTO  PTSA

Date(s) of Fund Raiser 9/17-9/30/2018 Event Start Time \_\_\_\_\_

Location of Fund Raiser Esperanza

Description of Fund Raiser Fall Fundraiser: Great American Fundraising Catalog Sales

Purpose of the Fund Raiser to raise funds to provide field trips, assemblies, binder reminders, Mystery Science, etc.

For the benefit of (be specific) entire student body

Person Supervising Fund Raiser Carrie Mechem / PTA Board

Person Responsible for the Money PTA Board

Projected Expenses \$ n/a

Projected Profit \$ 10-15,000

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)  
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Organizations are encouraged to select items of good nutritional quality (BP3554)  
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President Carrie Mechem Date 8/15/2018

Signature of Principal or Assistant [Signature] Date 8/15/18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

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SEP 12 2018

**FUNDRAISING AUTHORIZATION**  
Middle School

School HV Date 09-11-18  
Requesting Group Hillview PTSA  
*Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ASB  PTA/PTSA/PTO*   
Date(s) of Fund Raiser See attached 2018-19 School Year Event Start Time  
Location of Fund Raiser Hillview M.S.  
Description of Fund Raiser Box Tops, Snackbar, Membership, Restaurant Night, Holiday Bazaar, See's Candy  
Purpose of the Fund Raiser Raise Funds for Hillview Middle School  
For the benefit of (be specific) all students at Hillview

Person Supervising Fund Raiser Britta Schneider & Darina O'Connor  
Person Responsible for the Money Aracely Mayoral

Projected Expenses \$ ~ 3,700.00

Projected Profit \$ ~ 4,000.00

Approved by ASB in the meeting minutes of \_\_\_\_\_

The food sales shall not impair students' participation in the District's Food Service program. (BP3534)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CUREFL 113700-114455, AR3554)  
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51521)  
Organizations are encouraged to select items of good nutritional quality (BP3554)  
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of ASB President \_\_\_\_\_ Date \_\_\_\_\_

Signature of ASB Advisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of PTA/PTO/PTSA President [Signature] Date 09-11-18

Signature of Principal or Assistant [Signature] Date 9/11/18  
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

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SEP 12 2018

**FUNDRAISING AUTHORIZATION**  
Middle School

School HV Date 09-11-18  
Requesting Group Hillview PTSA  
*Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ASB  PTA/PTSA/PTO*  
Date(s) of Fund Raiser See attached 2018-19 School year Event Start Time  
Location of Fund Raiser Hillview M.S.  
Description of Fund Raiser Box Tops, SnackBar, Membership, Restaurant Night, Holiday Bazaar, See's Candy  
Purpose of the Fund Raiser Raise Funds for Hillview Middle School  
For the benefit of (be specific) all students at Hillview

Person Supervising Fund Raiser Britta Schneider & Darina O'Connor  
Person Responsible for the Money Aracely Mayora

Projected Expenses \$ ~ 3,700.00  
Projected Profit \$ ~ 4,000.00

Approved by ASB in the meeting minutes of \_\_\_\_\_

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CUREFL 113700-114455, AR3554)  
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Signature of ASB President \_\_\_\_\_ Date \_\_\_\_\_  
Signature of ASB Advisor \_\_\_\_\_ Date \_\_\_\_\_  
Signature of PTA/PTO/PTSA President [Signature] Date 09-11-18

Signature of Principal or Assistant [Signature] Date 9/11/18  
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

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SEP 12 2018

**FUNDRAISING AUTHORIZATION**  
Middle School

School HV Date 09-11-18  
Requesting Group Hillview PTSA  
*Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO: ASB  PTA/PTSA/PTO*  
Date(s) of Fund Raiser See attached Sept - Oct 2018 Event Start Time  
Location of Fund Raiser Hillview M.S. Volleyball games  
Description of Fund Raiser Box Tops, SnackBar, Membership, Restaurant Night, Holiday Boudique, See's Candy  
Purpose of the Fund Raiser Raise Funds for Hillview Middle School  
For the benefit of (be specific) all students at Hillview

Person Supervising Fund Raiser Britta Schneider & Darina O'Connor  
Person Responsible for the Money Aracely Mayora

Projected Expenses \$ ~ 3,700  
Projected Profit \$ ~ 4,000

Approved by ASB in the meeting minutes of \_\_\_\_\_

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
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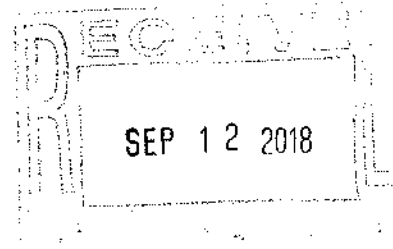
Signature of ASB President \_\_\_\_\_ Date \_\_\_\_\_  
Signature of ASB Advisor \_\_\_\_\_ Date \_\_\_\_\_  
Signature of PTA/PTO/PTSA President [Signature] Date 09-11-18

Signature of Principal or Assistant [Signature] Date 9/11/18  
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

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**FUNDRAISING AUTHORIZATION**  
Middle School

School HV Date 9/10/18

Requesting Group HV ASB  
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO:  ASB  PTA/PTSA/PTO

Date(s) of Fund Raiser 9/28/18 Event Start Time 5pm

Location of Fund Raiser Hillview M.S.

Description of Fund Raiser Cheer A thom = relay race with far stations, the ~~the~~ girls will raise money per lap completed.

Purpose of the Fund Raiser Competition Fees

For the benefit of (be specific) Hillview Cheer Team

Person Supervising Fund Raiser Amy Lorneli

Person Responsible for the Money Beth Dyer & Amy Lorneli

Projected Expenses \$ 1500<sup>00</sup>

Projected Profit \$ 1500<sup>00</sup>

Approved by ASB in the meeting minutes of 9/12/18

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Signature of ASB President Francesca Ryan Date 9/12/18

Signature of ASB Advisor [Signature] Date 9/10/18

Signature of PTA/PTO/PTSA President \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal or Assistant [Signature] Date 9/12/18  
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

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SEP 12 2018

**FUNDRAISING AUTHORIZATION**  
Middle School

School HV Date 09-11-18  
Requesting Group Hillview PTSA  
*Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO:* ASB  PTA/PTSA/PTO   
Date(s) of Fund Raiser See attached 12/3-7/18 Event Start Time \_\_\_\_\_  
Location of Fund Raiser Hillview M.S.  
Description of Fund Raiser Box Tops, Snackbar, Membership, Restaurant Night, Holiday Bazaar, See's Candy  
Purpose of the Fund Raiser Raise Funds for Hillview Middle School  
For the benefit of (be specific) all students at Hillview

Person Supervising Fund Raiser Britta Schneider & Darina O'Connor  
Person Responsible for the Money Aracely Mayoral

Projected Expenses \$ ~ 3,700

Projected Profit \$ ~ 4,000

Approved by ASB in the meeting minutes of \_\_\_\_\_

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Signature of ASB President \_\_\_\_\_ Date \_\_\_\_\_

Signature of ASB Advisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of PTA/PTO/PTSA President [Signature] Date 09-11-18

Signature of Principal or Assistant [Signature] Date 9/11/18  
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

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SEP 12 2018

**FUNDRAISING AUTHORIZATION**  
Middle School

School HV Date 09-11-18  
Requesting Group Hillview PTSA  
*Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO:* ASB  PTA/PTSA/PTO  
Date(s) of Fund Raiser See attached 12/3-7/18 Event Start Time \_\_\_\_\_  
Location of Fund Raiser Hillview M.S.  
Description of Fund Raiser Box Tops, SnackBar, Membership, Restaurant Night, Holiday Bazaar, See's Candy  
Purpose of the Fund Raiser Raise Funds for Hillview Middle School  
For the benefit of (be specific) all students at Hillview

Person Supervising Fund Raiser Britta Schneider & Darina O'Connor  
Person Responsible for the Money Aracely Mayoral

Projected Expenses \$ ~ 3,700  
Projected Profit \$ ~ 4,000

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113780-114455, AR3554)  
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15590, Ed Code 51520)  
Organizations are encouraged to select items of good nutritional quality (BP3554)  
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Approved by ASB in the meeting minutes of \_\_\_\_\_

Signature of ASB President \_\_\_\_\_ Date \_\_\_\_\_  
Signature of ASB Advisor \_\_\_\_\_ Date \_\_\_\_\_  
Signature of PTA/PTO/PTSA President [Signature] Date 09-11-18

Signature of Principal or Assistant [Signature] Date 9/11/18  
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

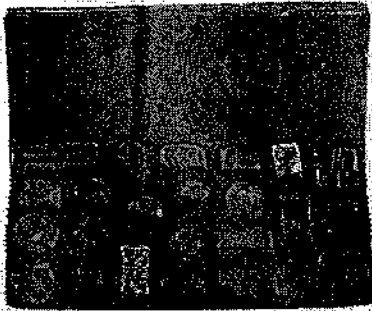
Approved by the Board of Trustees on \_\_\_\_\_

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

BU-13 10-14 Original to District Office for Approval at next Board Meeting. An approved copy will be sent back to school site.

# See's CANDIES.

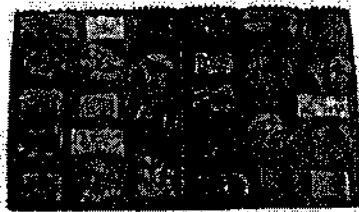
## 2018 Winter Fundraising



### Assorted Chocolates

Milk and dark decadence.  
Delivered in seasonal wrap.

1 lb \$20.50 #318  
2 lb \$41.00 #319



### Nuts & Chews

Yummy, crunchy and chewy.  
Delivered in seasonal wrap.

1 lb \$20.50 #334  
2 lb \$41.00 #335



### Assorted Lollipops

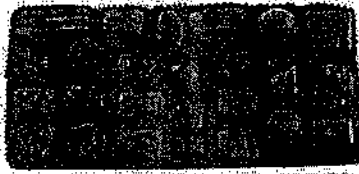
Vanilla, Butterscotch, Café Latte and Chocolate.  
Approximately 30 lollipops.

1 lb 5 oz \$19.50 #296



### Polar Bear Box

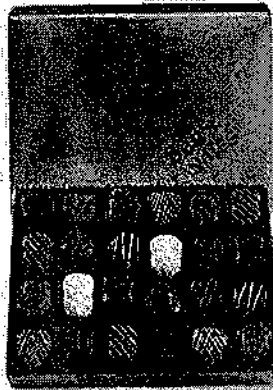
The ultimate stocking stuffer.  
4 oz \$7.70 #9565



### Milk Chocolates

Pure milk chocolate goodness.  
Delivered in seasonal wrap.

1 lb \$20.50 #326



### Truffles

Wonderfully decadent and rich.

1 lb \$23.20 #902



### Peanut Brittle

Buttery, crunchy and irresistible.

1 lb 8 oz \$20.20 #355



### Mini Merry Assortment

An irresistible treat.  
4 oz \$7.70 #9561



### Dark Chocolates

A taste of cacao in every bite.  
Delivered in seasonal wrap.

1 lb \$20.50 #330



### Assorted Peppermints

Creamy mint treats in milk  
and dark chocolate.

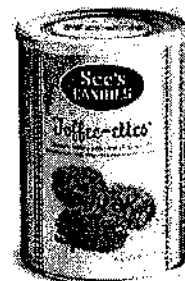
8 oz \$10.25 #358



### Assorted Molasses Chips

Crispy wafers covered in milk  
and dark chocolate.

8 oz \$10.25 #360



### Toffee-ettes®

Crunchy toffee, milk chocolate and almonds.

1 lb \$20.50 #316



### Gift Certificate

For use at any See's Candies shop.

1 lb \$20.50 #767 (redeemable continental U.S.)  
1 lb \$22.30 #769 (redeemable Hawaii)

Westside Union School District  
41914 50<sup>th</sup> Street West  
Quartz Hill, CA. 93536  
(661) 722-0716 FAX: (661) 974-8588

SEP 11 2018

**FUNDRAISING AUTHORIZATION**  
Middle School

School JOE WALKER MIDDLE SCHOOL Date 9/4/18

Requesting Group JW YEARBOOK CLASS  
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO:  ASB  PTA/PTSA/PTO

Date(s) of Fund Raiser THROUGHOUT ACADEMIC SCHOOL YEAR Event Start Time 9/20/18  
JW BACK OFFICE WINDOW - CASH (APPROX. 65% OF SALES)

Location of Fund Raiser WWW.YEARBOOKORDERCENTER.COM - DEBIT/CREDIT (APPROX. 35% OF SALES)

Description of Fund Raiser YEARBOOKS ARE PREORDERED THROUGHOUT THE YEAR, AND THEY ARE DESIGNED AND PRINTED DURING THE MONTH OF APRIL - TO BE DISTRIBUTED DURING THE FINAL WEEKS OF SCHOOL.

Purpose of the Fund Raiser TO PAY FOR PREORDERED ANNUAL YEARBOOKS FOR STUDENTS, STAFF, AND SITE

For the benefit of (be specific) 1) PAY FOR EXPENSES INCURRED FOR THE DESIGN, PRODUCTION, AND SHIPMENT OF THE ANNUAL YEARBOOK 2) PROVIDE FUNDS TO UPDATE PHOTOGRAPHIC EQUIPMENT (CAMERAS, SD CARDS, TRIPDS, ETC.) AND PROVIDE YEARBOOK STAFF TRAINING OPPORTUNITIES.

Person Supervising Fund Raiser C. BASTINE (CASH SALES); Y. IRVIN (ONLINE SALES)  
BACK OFFICE HERFF JONES

Person Responsible for the Money Chrissy Bastian

Projected Expenses \$ 14,000.00

Projected Profit \$ 2,000.00

Approved by ASB in the meeting minutes of 9/6

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)  
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)  
Organizations are encouraged to select items of good nutritional quality (BP3554)  
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of ASB President Hannah Baffee

Date 9/6

Signature of ASB Advisor EA Anderson

Date 9/6

Signature of PTA/PTO/PTSA President \_\_\_\_\_

Date \_\_\_\_\_

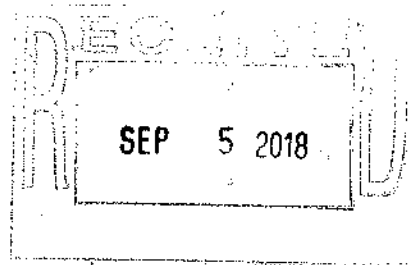
Signature of Principal or Assistant [Signature] Date 9/7/18  
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.



Westside Union School District  
41914 50<sup>th</sup> Street West  
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**FUNDRAISING AUTHORIZATION**  
Middle School

School JW Date 8/21/18  
Requesting Group Joe Walker Band  
Indicate if requesting group is under the auspices of ASB/PTA/PTSA/PTO:  ASB  PTA/PTSA/PTO  
Date(s) of Fund Raiser Saturday Nov 3, 2018 Event Start Time \_\_\_\_\_  
Location of Fund Raiser JW parking lot  
Description of Fund Raiser ~~Food Sales~~ Rummage Sale  
Purpose of the Fund Raiser for transportation and costs associated w/ the Disney Band trip / festival / and elem tour  
For the benefit of (be specific) trips

Person Supervising Fund Raiser Kami Whitten  
Person Responsible for the Money Kami Whitten

Projected Expenses \$ 0  
Projected Profit \$ 800<sup>00</sup>

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (B33554, CURPFL 113700-114455, AR3554)  
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5 15500, Ed Code 51520)  
Organizations are encouraged to select items of good nutritional quality (BP3554).  
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Approved by ASB in the meeting minutes of \_\_\_\_\_

Signature of ASB President [Signature] Date 8/23/18  
Signature of ASB Advisor [Signature] Date 8/23/18  
Signature of PTA/PTO/PTSA President \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal or Assistant [Signature] Date 8/24/18  
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

Note -- Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District  
41914 50<sup>th</sup> Street West  
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(661) 722-0716 FAX: (661) 206-3645

AUG 30 2018

**FUNDRAISING AUTHORIZATION**  
Elementary School

School Leona Valley

Date 8-5-18

Requesting Group:  PTA  PTO  PTSA

Date(s) of Fund Raiser 9/21/18 Event Start Time 1:55 pm

Location of Fund Raiser Leona Valley Elementary School Campus

Description of Fund Raiser After School Dance!

Purpose of the Fund Raiser Community building among students + raise some funds for additional PTO-sponsored activities.

For the benefit of (be specific) all students. PTO provides STEAM enrichment and community building events.

Person Supervising Fund Raiser Katie Henderson, PTO President & Board

Person Responsible for the Money Catherine Lord, PTO Treasurer & Annie Nicoll, PTO fundraiser

Projected Expenses \$ 110

Projected Profit \$ 200

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)  
Food sales will not begin until after the close of the regularly scheduled midday food service period. (Code of Regulations, Title 5, 15500, Ed Code 51520)  
Organizations are encouraged to select items of good nutritional quality (BP3554)  
The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President K Henderson

Date 8-5-18

Signature of Principal or Assistant A Hill

Date 8/7/18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District  
41914 50<sup>th</sup> Street West  
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AUG 30 2018

**FUNDRAISING AUTHORIZATION**  
Elementary School

School Leona Valley

Date 8-5-18

Requesting Group:  PTA  PTO  PTSA

Date(s) of Fund Raiser 10/5/18 Event Start Time 4:30

Location of Fund Raiser Leona Valley Elementary School Campus

Description of Fund Raiser FALL FESTIVAL!

Purpose of the Fund Raiser Fun community building event. raises funds for additional PTO sponsored activities.

For the benefit of (be specific) all students. PTO provides STEAM enrichment and community building events.

Person Supervising Fund Raiser Katie Henderson, PTO President & Board Member

Person Responsible for the Money Catherine Lord, PTO Treasurer & Annie Nicoll, PTO fundraiser

Projected Expenses \$ 1000

Projected Profit \$ 2000

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)  
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Signature of PTA/PTO/PTSA President K Henderson

Date 8-5-18

Signature of Principal or Assistant [Signature]

Date 8/7/18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

copied scanned RH 8.17.18 RC

Westside Union School District  
41914 50<sup>th</sup> Street West  
Quartz Hill, CA. 93536  
(661) 722-0716 FAX: (661) 206-3645

AUG 30 2018

**FUNDRAISING AUTHORIZATION**  
Elementary School

School Leona Valley

Date 8-5-18

Requesting Group:  PTA  PTO  PTSA

Date(s) of Fund Raiser 12/13 & 12/14 Event Start Time 8 AM

Location of Fund Raiser Leona Valley Elementary School Campus

Description of Fund Raiser Student Holiday Store

Purpose of the Fund Raiser allow students an opportunity to shop for gifts for family & friends. Raises funds for future PTO sponsored activities

For the benefit of (be specific) all students. PTO provides STEAM enrichment and community building events.

Person Supervising Fund Raiser Katie Henderson, PTO President & Board Member

Person Responsible for the Money Catherine Lord, PTO Treasurer & Annie Nicoll, PTO fundraiser

Projected Expenses \$ 110

Projected Profit \$ 200

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)  
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Signature of PTA/PTO/PTSA President K Hender

Date 8-5-18

Signature of Principal or Assistant [Signature]

Date 8/7/18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

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Westside Union School District  
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(661) 722-0716 FAX: (661) 206-3645

SEP 7 2018

**FUNDRAISING AUTHORIZATION**  
Elementary School

School QHE

Date 8-28-18

Requesting Group:  PTA  PTO  PTSA

Date(s) of Fund Raiser Sept/Oct/Nov/Dec 2018 Event Start Time 8:00 Am - 9:15 Am

Location of Fund Raiser QHE cafeteria

Description of Fund Raiser Lip Sync Battle

Purpose of the Fund Raiser Raise funds for support of AR, literacy programs, and school rewards

For the benefit of (be specific) QHE students

Person Supervising Fund Raiser Katha Ruiz

Person Responsible for the Money Katha Ruiz / Andrea Paxton

Projected Expenses \$ 44.00 duplicating Projected Profit \$ 4956<sup>00</sup>

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CURFFL 113700-114455, AR3554)  
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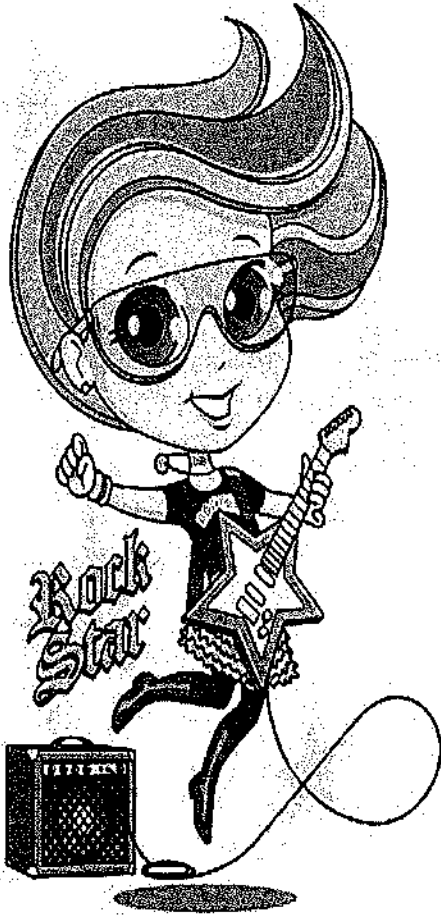
Signature of PTA/PTO/PTSA President \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal or Assistant [Signature] Date 8-29-18  
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

**Note – Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.**

# Quartz Hill Elementary 2018-2019 Pledge Drive



*The only fundraiser hosted by the teachers for the students! All donations will fund QHE's literacy programs.*

- This year, QHE is holding a fundraiser that is a donation drive for a flat pledge.
- Our goal is to raise \$5,000. We hope all students can help get donations from home or from our local businesses (see below and reverse.)
- Talk with your family, friends, neighbors, and local businesses to help our school reach our goal.
- The reward for meeting our target is an exciting *QHE Crazy Teacher/Staff Lip Sync Battle* (date to be determined dependent on when target is met).

**We are ready to support QHE's donation drive!**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

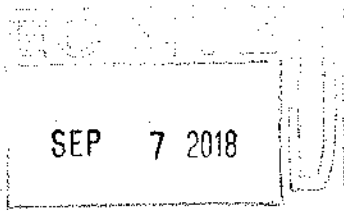
**We have attached \$** \_\_\_\_\_ **cash for this donation.**

**We hope that we can count on our local businesses for their support. If you are donating on behalf of a student, please fill in the student's name above.**

**If you are making a business donation, please complete the information on the reverse of this form.**

Westside Union School District  
41914 50<sup>th</sup> Street West  
Quartz Hill, CA. 93536  
(661) 722-0716 FAX: (661) 206-3645

~~sent to 1007~~



**FUNDRAISING AUTHORIZATION**  
Elementary School

School QHE Date 17 August 2018

Requesting Group:  PTA  PTO  PTSA

Date(s) of Fund Raiser Sept. 27 - Oct. 12, 2018 Event Start Time N/A

Location of Fund Raiser take home catalog

Description of Fund Raiser Mixed Bag, Club Choice, Otis Spunkmeyer -  
Cookie Dough

Purpose of the Fund Raiser to raise funds for field trips,  
assemblies and family events

For the benefit of (be specific) all students

Person Supervising Fund Raiser Medegan Myers

Person Responsible for the Money Yare Lopez

Projected Expenses \$ 0 Projected Profit \$ 14,000.00

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Signature of PTA/PTO/PTSA President [Signature] Date 8/17/18

Signature of Principal or Assistant [Signature] Date 8-17-18  
I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.

Westside Union School District  
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Quartz Hill, CA. 93536  
(661) 722-0716 FAX: (661) 206-3645

SEP 7 2018

**FUNDRAISING AUTHORIZATION**  
Elementary School

School QHE Date 5 Sept. 2018

Requesting Group:  PTA  PTO  PTSA

Date(s) of Fund Raiser Fri. Nov. 2, 2018 Event Start Time 6pm

Location of Fund Raiser Vince's Pasta & Pizza, 2866 W. Ave. L, Quartz Hill, CA 93536

Description of Fund Raiser 20% of Net sales

Purpose of the Fund Raiser Family Enrichment, Community involvement

For the benefit of (be specific) All students & Families

Person Supervising Fund Raiser Meagan Myers

Person Responsible for the Money Yare Lopez

Projected Expenses \$ 30.00 Projected Profit \$ 200.00

The food sales shall not impair students' participation in the District's Food Service program. (BP3554)  
Sanitary and safety procedures shall comply with the State and County Uniform Retail Food Facilities Law. Home-baked goods may not be sold. (BB3554, CUREFL 113700-114455, AR3554)  
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The food item being sold cannot be an item sold in the food service program at that school during that school day. (Code of Regulations, Title 5)

Signature of PTA/PTO/PTSA President [Signature] Date 9/5/18

Signature of Principal or Assistant [Signature] Date 9-5-18

I affirm that I have read and understand the District Wellness Policy and that the activity approved above is not in violation of that policy.

Approved by the Board of Trustees on \_\_\_\_\_

Note - Edible items that do not comply with the District's Wellness Policy may be sold to students a half an hour after the end of the school day.



BOARD AGENDA

September 18, 2018

TO: BOARD OF TRUSTEES  
PREPARED BY: Regina L. Rossall, Superintendent  
SUBJECT: Gifts to the District

BACKGROUND:

Contained in the agenda are Gifts to the District. The Universal Gift form, which reflects the following donations:

- Office Supplies – Quartz Hill Elementary

The Board is requested to approve this list and direct Administration to provide the appropriate acknowledgment to the donors.

PROGRAM/EDUCATIONAL IMPLICATION:

This donation will provide for much needed equipment and supplies to support our education program.

COST ANALYSIS/FUNDING SOURCE:

None

SUPERINTENDENT'S RECOMMENDATION:

Approval

WESTSIDE UNION SCHOOL DISTRICT  
41914 50<sup>th</sup> St. W.  
Quartz Hill, California 93536  
(661) 722-0716  
FAX (661) 722-5223

SEP 6 2018

UNIVERSAL GIFT FORM

I/We hereby give, transfer and deliver all of my/our right, title and interest in and to the property described below to the Board of Trustees of the Westside Union School District as an unrestricted gift and dedicate to the public without restriction, thereby, placing in the public domain, whatever literary rights I/we may possess to this property.

Date September 4, 2018

1. Thomas H. Walsh  
Signature  
Thomas H. Walsh  
Print Name  
41817 Firenze St.  
Street Address  
Quartz Hill, CA 93536  
City, State & Zip

2. \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City, State & Zip

Description of gift: Office supplies

Recipient of donation, if specified by Donor: QHE

Accepted by: Andrea Paxton  
Name  
Principal  
Title

Date: 9-4-18  
Quartz Hill Elementary  
Location

This donation of new (not used) equipment requires a District equipment number. A receipt may be requested to verify age of donation. After Board approval, make arrangements for the donation to be delivered to the Warehouse for marking and return to your site.

(For District Office Use Only)

The Board of Trustees of the Westside Union School District hereby accepts and acknowledges, as an unrestricted gift to the Westside Union School District, the offering described above and agree to administer it in accordance with its established policies.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Accepted by: \_\_\_\_\_  
Name and Title Signature

After Board approval, the donor will be mailed a signed copy of the Universal Gift Form.

WESTSIDE UNION SCHOOL DISTRICT  
BOARD AGENDA  
September 18, 2018

TO: BOARD OF TRUSTEES  
PREPARED BY: Robert Hughes, Deputy Superintendent  
SUBJECT: Personnel Report #19-04  
BACKGROUND: The Board is requested to approve/ratify the following personnel Recommendations:

MANAGEMENT

CERTIFICATED

Employment

|                    |  |
|--------------------|--|
| Anderson, Matt     | Certificated Coach, VEX Robotics/JW/2018-2019 School Year/<br>Extra Curr/Req# CE 113 |
| Basulto, Ismael    | Substitute Teacher/August 21, 2018/URGF  |
| Brustuen, Jennifer | Teacher, Westside Writing/ESF/August 29, 2018/Core Curr/Req #CE085                   |
| Byass, Godfrey     | Certificated Coach, Volleyball/HV/August 21, 2018/Extra<br>Curr/Req#CE072            |
| Catalan, Ana       | Substitute Teacher/September 7, 2018/URGF  |
| Chronis, Dane      | Teacher Hourly, After School Tutoring/JW/November 4, 2018/Title I/<br>Req# CE091     |
| Cox, Debra         | Certificated Coach, Coding/GA/August 8, 2018/Extra Curr/Req#CE076                    |
| Cuevas, Miguel     | Substitute Teacher/September 4, 2018/URGF  |
| Dumayas, Melody    | Teacher, Westside Writing/ESF/August 29, 2018/Core Curr/Req #CE085                   |
| Dunham, Ryan       | Certificated Coach, Volleyball/HV/August 21, 2018/Extra Curr/Req#<br>CE075           |

|                          |  |
|--------------------------|--|
| Ebert, Sharon            | Teacher, Westside Writing/ESF/August 29, 2018/Core Curr/Req #CE085             |
| Elliott, Maralee         | Teacher, Westside Writing/ESF/August 29, 2018/Core Curr/Req #CE085             |
| Ewart, Aniko             | Certificated Coach, Lego Robotics/GA/August 8, 2018/Extra Curr/Req#CE019       |
| Fat, Tiffany             | Substitute Teacher/August 27, 2018/URGF  |
| Faulk, Tina              | Certificated Coach, Volleyball/HV/August 21, 2018/Extra Curr/Req#CE074         |
| French, Trevis           | Teacher Hourly, After School Tutoring/JW/August 21, 2018/ Title I/Req# CE088   |
| Galan, Candice           | Teacher,RSP/AH/July 1, 2018-June 30, 2019/SDC/Req# CE0115                      |
| Griffin-Bryan, Christina | Substitute Teacher, September 6, 2018/URGF                                     |
| Grove, Ellen             | Certificated Coach, Volleyball/HV/August 23, 2018/ASB/Req# CE083               |
| Gudim, Lori              | Teacher, Westside Writing/ESF/August 29, 2018/Core Curr/Req #CE085             |
| Hamburger, Kevin         | Substitute Teacher/August 31, 2018/URGF  |
| Hamburger, Kelli         | Substitute Teacher/September 5, 2018/URGF                                      |
| Hansen, Heather          | Teacher, Westside Writing/ESF/August 29, 2018/Core Curr/Req #CE085             |
| Harmon, Lisa             | Teacher, Westside Writing/ESF/August 29, 2018/Core Curr/Req #CE085             |
| Hendrix, Darren          | Substitute Teacher/September 5, 2018/URGF                                      |
| Hollingsworth, Jamie     | Substitute Teacher/August 31, 2018/URGF  |
| Hook, Heather            | Substitute Teacher/September 5, 2018/URGF                                      |
| Hurlburt, Brian          | Certificated Coach. Track and Field/JWMarch 1, 2019/Extra Curr/ Req# CE104     |
| Hurlburt, Susan          | Certificated Coach, Ballroom Dance/HV/September 27, 2018/Extra Curr/Req# CE062 |

|                  |   |
|------------------|---|
| Jakeway, Kristie | Certificated Coach, Boys Soccer/JW/November 1, 2018/Extra Curr/<br>Req# CE102           |
| Jones, Noelle    | Teacher Hourly, After school tutoring/JW/September 4, 2018/Title I/<br>Req# CE090       |
| Laughton, Megan  | Long Term Substitute Teacher/AH/Noelle Zuaro/August 1,<br>2018/UGRF/Req# CE094          |
| Leeds, Patricia  | Teacher, Westside Writing/ESF/August 29, 2018/Core Curr/Req #CE085                      |
| Levesque, Rene   | Certificated Coach, Volleyball/HV/August 23, 2018/ASB/Req# CE083                        |
| McIvaine, Tonya  | Substitute Teacher/August 24, 2018/URGF   |
| Miranda, Martha  | Substitute Teacher/September 5, 2018/URGF   |
| Moore, Cherish   | Teacher Hourly, After School Tutoring/JW/November 4, 2018/Title I/<br>Req# CE089        |
| Morris, Barbara  | Certificated Coach, Trach and Field/JW/March 1, 2019/Extra Curr/<br>Req# CE103          |
| Norlin, Marie    | Teacher, Westside Writing/ESF/September 4, 2018/Core Curr/Req<br>#CE084                 |
| Norlin, Marie    | Teacher, Westside Writing/ESF/August 29, 2018/Core Curr/Req #CE085                      |
| Nowell, Robert   | Certificated Coach/Volleyball/HV/August 21, 2018/Extra<br>Curr/Req#CE073                |
| Nowell, Robert   | Teacher, 1/6 <sup>th</sup> /HV/2018-2019 School Year/Supp Grant/<br>Req # CE041         |
| Penner, Nicole   | Teacher Hourly, After School Tutoring/JW/November 4, 2018/Title I/<br>Req# CE091        |
| Pointius, Jeremy | Certificated Coach, Lego League/JW/2018-2019 School Year/Extra Curr/<br>Req# CE107      |
| Schwebel, Jeremy | Long Term Substitute Teacher/AH/Anna Sarkisyan-Patel/August 15,<br>2018/URGF/Req# CE093 |

|                        |   |
|------------------------|---|
| Schumaker,<br>Hyacinth | Certificated Coach, CJSF/JW/2018-2019 School Year/Extra Curr/<br>Req# CE106             |
| Scott, Traci           | Certificated Coach, Civil Air Patrol/JW/2018-2019 School Year/<br>Extra Curr/Req# CE112 |
| Sessions, Michelle     | Certificated Coach, Ballroom Dance/HV/September 27, 2018/Extra<br>Curr/Req# CE062       |
| Sessions, Michelle     | Teacher, Westside Writing/ESF/September 4, 2018/Core Curr/Req<br>#CE084                 |
| Sessions, Michelle     | Teacher, Westside Writing/ESF/August 29, 2018/Core Curr/Req #CE085                      |
| Smith, Karen           | Certificated Coach, Lego Robotics/GA/August 8, 2018/Extra Curr/Req#CE019                |
| Tsoi, John             | Teacher Hourly, After School Tutoring/JW/August 21, 2018/Title I/<br>Req# CE0087        |
| Whitten, Kami          | Certificated Coach, Jazz Band/JW/2018-2019 School Year/Extra Curr/<br>Req# CE110        |
| Whitten, Kami          | Certificated Coach, Drama/JW/2018-2019 School Year/Extra Curr/                          |
| <u>Change</u>          | <u>Position/Location/Effective Date/Salary/Funding/Req. #</u>                           |
| <u>Leaves</u>          | <u>Position/Location/Effective Date</u>   |
| <u>Separation</u>      | <u>Position/Location/Effective Date</u>   |

CLASSIFIED

|                      |   |
|----------------------|---|
| <u>Employment</u>    | <u>Position/Location/Effective Date/Salary/Funding/Req.#</u>  |
| Attanasio, Allison   | Short-Term Instructional Assistant I-AVID/HV/1.58 hrs/per/day/<br>Step 3/September 4, 2018-May 31, 2019/LCAP/Req# CL-0095             |
| Carter, Kathy        | Short-Term Instructional Assistant I/JW/.5 hrs/per/day/Step 1/<br>Mon, Tues & Fri/August 20, 2018-May 24, 2019/Sup Grant/Req# CL-0011 |
| Diaz-Salazar, Lilian | Child Nutrition Assistant I/VV/3.92 hrs/per/day/Step 1/August 27, 2018/<br>URGF/Req# 15714  |

|                     |  |
|---------------------|--|
| Esteva, Stefani     | Extra-Duty Instructional Assistant I/HV/1.58 hrs/per/day/Step 3/<br>Tues & Thurs/September 4, 2018-May 31, 2019/LCAP/Req# CL-0098      |
| Fast, Marcinda      | Playground Supervisor/CW/.5 hrs/per/day/Step 1/August 8, 2018/<br>URGF/Req# CL-0079  |
| Green, John         | Instructional Assistant II/HV/3 hrs/per/day/Step 1/September 10, 2018/<br>SDC/Req#CL-0056  |
| Grinder, Cyndi      | Cheer Advisor/JW/Stipend/2018-2019/URGF/Req# CL-0076   |
| Harrison, Ashley    | Playground Supervisor/JW/1.75 hrs/per/day/Step 1/September 12, 2018/<br>URGF/Req# CL-0029  |
| Hernandez, Patricia | Short-Term Instructional Assistant II/HV/2.75 hrs/per/day/Step 6/<br>August 30-October 12, 2018/SDC/Req# CL-0089                       |
| Javalera, Monica    | Short-Term Instructional Assistant II/QH/.5 hrs/per/day/Step 2/<br>August 8, 2018-June 6, 2019/SDC/Req# CL-0080                        |
| Lawrence, Danezka   | Extra-Duty Instructional Assistant I/AH/3 hrs/per/day/Step 1/<br>August 17, 2018/Title I/Req# CL-0061                                  |
| Leathers, Brenda    | Short-Term Instructional Assistant II/SD/.25 hrs/per/day/Step 8/<br>August 8-December 14, 2018/SDC/Req# CL-0016                        |
| Macias, Ivette      | Short-Term Instructional Assistant II/RV/1.8 hrs/per/day/Step 5/<br>August 20-31, 2018/SDC/Req# CL-0059                                |
| Mauk, Tayler        | Short-Term Clerk I-Tech Asst./IT/2 hrs/per/day/Step 1/August 6-<br>September 24, 2018/URGF/Req# CL-0035                                |
| Mendoza, Ingrid     | Playground Supervisor/HV/1.75 hrs/per/day/Step 1/September 5, 2018/<br>URGF/Req# 15459   |
| Minghelli, Ana      | Extra-Duty Instructional Assistant I/HV/1.58 hrs/per/day/Step 1/<br>September 4, 2018-May 31, 2019/LCAP/Req# CL-0096                   |
| Morales, Renee      | Extra-Duty Instructional Assistant II/ESF/2 hrs/per/day/Step 1/<br>August 16, 2018/URGF/Req# CL-0018                                   |
| Morales, Renee      | Extra-Duty Instructional Assistant II/JW/.5 hrs/per/day/Tues & Thurs/<br>Step 1/September 4, 2018-May 23, 2019/Title III/Req# CL-00109 |
| Pepo, Nicholas      | Substitute Custodian/MO/Step 1/September 10, 2018/URGF   |

|                        |   |
|------------------------|---|
| Perry, Julia           | Instructional Assistant II/GA/3 hrs/per/day/Step 1/August 29, 2019/<br>SDC/Req# CL-0022   |
| Porter, Chelsea        | Instructional Assistant II/GA/3 hrs/per/day/Step 1/September 13, 2018/<br>SDC/Req# 15809  |
| Recinos, Tiffany       | Instructional Assistant II/GA/3 hrs/per/day/Step 1/August 30, 2018/<br>SDC/Req# 15797   |
| Rivera, Deidra         | Custodian-Night/MO/3.95 hrs/per/day/Step 1/August 27, 2018/<br>URGF/Req# 15816  |
| Roque, Vanessa         | Playground Supervisor/AH/2.5 hrs/per/day/Step 1/September 4, 2018/<br>URGF/Req# 15748   |
| Ruffner, Colleen       | Playground Supervisor/SD/2.42 hrs/per/day/Step 1/September 4, 2018/<br>URGF/Req# 15641  |
| Ruffner, Colleen       | Crossing Guard/SD/.5 hrs/per/day/Step 1/September 4, 2018/<br>URGF/Req# 15641   |
| Stone, Valarie         | Instructional Assistant I/JW/.75 hrs/per/day/Step 1/August 20, 2018/<br>URGF/Req# CL-00010  |
| Taylor, Tarrance       | Substitute Custodian/MO/Step 1/September 10, 2018/URGF  |
| Thomas, Karou          | Short-Term Instructional Assistant I/JW/.5 hrs/per/day/Step 1/<br>Mon, Tues & Fri/August 20, 2018-May 24, 2019/Sup Grant/Req# CL-0012 |
| Wahl, Betty            | Short-Term Instructional Assistant II/QH/.5 hrs/per/day/Step X/<br>August 21-December 14, 2018/SDC/Req# CL-0081                       |
| Walker, Alec           | Extra-Duty Instructional Assistant I/HV/1.58 hrs/per/day/Step 2/<br>Mon, Wed, & Fri/September 4, 2018-May 31, 2019/LCAP/Req# CL-0097  |
| Walsh, Marlene         | Short-Term Playground Supervisor/DS/.5 hrs/per/day/Step 1/<br>August 8-September 21, 2018/URGF/Req# 15738                             |
| Warrick, Dawn          | Instructional Assistant I-AVID/DS/2.5 hrs/per/day/Step 1/<br>September 10, 2018/Sup Grant/Req# 15763                                  |
| Wesolowski,<br>Shannon | Extra-Duty Instructional Assistant II/AH/3 hrs/per/day/Step 2/<br>August 17, 2018/Title I/Req# CL-0021                                |
| Winslow, Lavon         | Extra-Duty Library Clerk/ESF/2 hrs/per/day/Step 8/August 23, 2018/<br>URGF/Req# CL-0047   |



Wolanski, Leanna Girls Soccer Coach/JW/Stipend/2018-2019/URGF/Req# CL- 0077

Change Position/Location/Effective Date/Salary/Funding/Req. #  
 Burnham, Jennifer Playground Supervisor (2.5 hrs/per/day) to (3.25 hrs/per/day)/AH/Step 1/  
 August 8, 2018/URGF/Req# CL-0065

Chaidez, Neri Playground Supervisor (2.67 hrs/per/day) to (2.75 hrs/per/day)/AH/Step 4/  
 August 8, 2018/URGF/Req# CL-0070

Cottrell, Julie Playground Supervisor (2.67 hrs/per/day) to (2.75 hrs/per/day)/AH/Step 1/  
 August 8, 2018/URGF/Req# CL-0066

Crawford, Michelle Instructional Assistant II (3.5 hrs/per/day) to (3.25 hrs/per/day)/AH/Step 4/  
 September 10, 2018/SDC/Req# CL-0023

Davis, Latoya Playground Supervisor (2.58 hrs/per/day) to Campus Climate Assistant  
(3 hrs/per/day)/SD/Step 4/September 4, 2018/URGF/Req# 15780

Espinoza, Sylvia Playground Supervisor (3.17 hrs/per/day) to (3.25 hrs/per/day)/AH/Step 2/  
 August 8, 2018/URGF/Req# CL0069

Frazer, Cara Substitute Playground Supervisor to Instructional Assistant II-RSP  
(3 hrs/per/day)/JW/Step 1/September 4, 2018/URGF/Req# 15755

Heads, Melissa Playground Supervisor (1.25 hrs/per/day) to Campus Climate Assistant  
(3 hrs/per/day)/RV/Step 1/August 15, 2018/URGF/Req# CL-0054

Jones, Ashley Playground Supervisor (2.25 hrs/per/day) to (2.42 hrs/per/day)/GA/Step 1/  
 August 24, 2018/URGF/Req# CL-0052

Leger, Monica Substitute Child Nutrition Assistant to Child Nutrition Assistant I  
(3.25 hrs/per/day)/HV/Step 1/September 4, 2018/URGF/Req# CL-0005

Lopez, Yare Playground Supervisor (1.67 hrs/per/day) to (2.09 hrs/per/day)/QH/Step 1/  
 August 20, 2018/URGF/Req# CL-0038

Mendoza-Lopez, Instructional Assistant II (3.25 hrs/per/day) to (3.5 hrs/per/day)/VV/Step 1/  
 August 20, 2018/SDC/Req# CL-0026

Mercado, Biviana Instructional Assistant II (3.25 hrs/per/day) to (3.5 hrs/per/day)/SD/Step 2/  
 August 3, 2018/SDC/Req# 15792

Orozco, Henry Substitute Custodian to Custodian I-Night (3.95 hrs/per/day)/VV/Step 1/  
 September 4, 2018/URGF/Req# 15815



|                     |  |
|---------------------|--|
| King, Tanesha       | Instructional Assistant II/GA/September 4, 2018/Probationary Release |
| Marshall, Lashanaie | Playground Supervisor/JW/August 17, 2018/Resignation                 |
| McGee, Summer       | Instructional Assistant II/RV/August 30, 2018/Probationary Release   |
| Richey, Brittney    | Playground Supervisor/QH/August 31, 2018/Resignation                 |
| Sinayoko, Fanta     | Instructional Assistant II/QH/July 16, 2018/Resignation              |
| Spravka, Jessica    | Instructional Assistant II/VV/September 4, 2018/Resignation          |

DEPUTY SUPERINTENDENT RECOMMENDATION:

Approval

BOARD AGENDA

September 18, 2018

TO: BOARD OF TRUSTEES  
PREPARED BY: Jeri Holmes, Purchasing  
SUBJECT: Purchase Order Approval List

BACKGROUND:

Purchase orders are submitted for pre-approval if the purchase is over \$7,500. Purchase orders are submitted for ratification for items under \$7,500 per the adopted policy. Items that have already been approved by virtue of individual board action/direction are also included on the ratification list, even if their value is over \$7,500

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures of:

**Approval Items:**

All Funds 44,289.80

**Ratification Items:**

General Fund (01.0) 18,804.56

Child Nutrition Fund (13.0) 0.00

Deferred Maintenance Fund (14.0) 0.00

Building Fund: Bonds (21.0) 0.00

Capital Facilities Fund (25.0) 0.00

County Facilities Fund (35.0) 0.00

Anaverde Settlement (40.0) 0.00

CFD's (49.0) 0.00

**Total 63,094.36**

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

## PURCHASE ORDERS

Approved/Ratified at the Meeting of September 18, 2018

**PO's for Board Approval (note: General Fund (01.0) moneys unless otherwise noted)**

| <u>P.O. #</u> | <u>Vendor/Location</u>                              | <u>Description/Funding Source Detail</u>   | <u>Amount</u> |
|---------------|---|--|---------------|
| P53774        | Advanced Technologies Consultants Inc<br>Joe Walker | Makerspace Materials<br>Military Grant<br><i>Note: PO released to facilitate timely receipt of materials</i> | 44,289.80     |

**Total 44,289.80**

**PO's for Board Ratification**

| <u>P.O. #</u> | <u>Vendor/Location</u>                                      | <u>Description/Funding Source Detail</u>                                  | <u>Amount</u> |
|---------------|---|---|---------------|
| P53807        | Kristin Krusinga<br>Gregg Anderson                          | Reimburse: First Lego League Robotics Tournament Fees<br>Local Site Funds | 500.00        |
| P53808        | Alejandro Calica<br>Hillview                                | Reimburse: PE Supplies<br>Local Site Funds                                | 100.00        |
| P53809        | Rhonda Pratt<br>Hillview                                    | Reimburse: Home Economics Supplies<br>General Funding                     | 200.00        |
| P53810        | Marguerite Johnson<br>Educational Services                  | Reimburse: MTSS Meeting Supplies and Food<br>General Funding              | 500.00        |
| P53811        | Marguerite Johnson<br>Educational Services                  | Reimburse: Music and Arts Program Supplies<br>Supplemental Grant          | 500.00        |
| P53812        | Home Depot<br>Del Sur                                       | Wood Shop Supplies<br>General Funding                                     | 750.00        |
| P53813        | Staples<br>Del Sur  | Office Supplies<br>General Funding  | 500.00        |
| P53814        | Southwest School Supply<br>Superintendent                   | Office Supplies<br>General Funding  | 500.00        |
| P53815        | Palmdale Chamber of Commerce<br>Board of Trustees           | 2018-2019 Membership Fees<br>General Funding                              | 75.00         |
| P53816        | Four Star Printing<br>Cottonwood                            | Demerit Forms<br>General Funding  | 137.37        |
| P53817        | American Business Machines<br>Gregg Anderson                | Copier Staples<br>General Funding   | 413.91        |
| P53818        | Bohns Printing<br>Fiscal Services                           | Window Envelopes with A/P Return Address<br>General Funding               | 204.66        |
| P53819        | Golden Protective Services<br>Health Services               | Vinyl Exam Gloves for Health Offices<br>General Funding                   | 821.80        |
| P53820        | School Health Corporation<br>Health Services                | Health Office Supplies<br>General Funding                                 | 1,466.01      |
| P53821        | Sierra School Equipment Company<br>Student Support Services | Lateral File Cabinets (3)<br>Special Education                            | 2,164.82      |
| P53822        | Attainment Company Inc<br>Student Support Services          | Case for iPad (1)<br>Special Education                                    | 96.51         |
| P53823        | Apple Inc<br>Student Support Services                       | iPad (1)<br>Special Education   | 332.89        |
| P53824        | Toledo Physical Education Supply<br>Hillview                | Master Locks and Master Keys<br>General Funding                           | 445.02        |
| P53825        | Demco<br>Hillview   | Library Supplies<br>General Funding                                       | 156.70        |
| P53826        | Promote Marketing Concepts Inc<br>Hillview                  | Gold Ribbon Flag<br>Local Site Funds                                      | 108.08        |
| P53827        | Nasco<br>Sundown  | Mexican Pottery Self-Hardening Clay<br>General Funding                    | 223.70        |
| P53828        | Guitar Center<br>Quartz Hill                                | Music Program Materials<br>Supplemental Grant                             | 773.02        |
| P53829        | Rogue Fitness<br>Gregg Anderson                             | Traditional Filler Bags<br>General Funding                                | 751.46        |
| P53830        | Houghton Mifflin Harcourt<br>Educational Services           | Journeys: Student Editions<br>Lottery: Instructional Materials            | 3,644.16      |
| P53831        | Voyager Sopris Learning Inc                                 | DIBELS Next Classroom Sets with Surveys                                   | 795.51        |

|        |  |  |          |
|--------|--|--|----------|
| P53833 | Educational Services<br>CDWG Computer Centers Inc<br>Del Sur | General Funding<br>Epson Projector Lamps<br>Local Site Funds | 273.53   |
| P53834 | Amazon.com Corporate Credit<br>Del Sur                       | Waterproof Bluetooth Speaker<br>Local Site Funds             | 54.70    |
| P53835 | Amazon.com Corporate Credit<br>Student Support Services      | Pencil Weights<br>Special Education                          | 81.96    |
| M21013 | Tire Express<br>Maintenance                                  | Tire Repair<br>Operations                                    | 100.00   |
| M21018 | CWI Cal West<br>Sundown                                      | New Battery for Audio System<br>Maintenance                  | 389.21   |
| M21019 | Universal Electronic Alarms<br>Joe Walker                    | Provide and Replace Smoke Detector<br>Maintenance            | 270.01   |
| M21022 | Patriot Plumbing<br>Del Sur                                  | Plumbing Repair<br>Maintenance                               | 1,436.75 |
| M21065 | Resource Building Materials<br>Maintenance                   | Asphalt Patch<br>Maintenance                                 | 37.78    |

**Total 18,804.56**

**CHILD NUTRITION (13)**

**DEFERRED MAINTENANCE (14)**

**BUILDING FUND: BONDS (21)**

**CAPITAL FACILITIES (25)**

**COUNTY FACILITIES (35)**

**ANAVERDE SETTLEMENT (40)**

**CFD's (49)**

No Purchase Orders for Funds 13, 14, 21, 25, 35, or 40

**Total 0.00**

BOARD AGENDA

September 18, 2018

TO: BOARD OF TRUSTEES  
PREPARED BY: Jeri Holmes, Purchasing  
SUBJECT: Consultant/Contract Agreement Schedule

BACKGROUND:

Consultant agreements and contracts are brought to the Board in accordance with Board Policy 3312 for various purposes including student assemblies, in-house staff workshops, and vendor provided services.

PROGRAM/EDUCATIONAL IMPLICATION:

These Consultant Agreements and Contracts provide support to the District's Educational Program.

COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures and incoming funds of:

|                                 |                   |
|---------------------------------|-------------------|
| Student Assemblies              | 4,500.00          |
| In-house Staff/Parent Workshops | 0.00              |
| Vendor Provided Services        | 115,495.90        |
| Rental/Lease Contracts          | 0.00              |
| <i>Total</i>                    | <u>119,995.90</u> |

Incoming Funds *0.00*

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

**CONSULTANT/CONTRACT AGREEMENT SCHEDULE**

Ratified/Approved at the Board Meeting of September 18, 2018

| <u>Dates</u>       | <u>Name/School Site</u>                               | <u>Description/Funding Source</u>  | <u>Cost</u> | <u>Income</u> |
|--------------------|---|--|-------------|---------------|
| 2018-2019          | 806 Technologies Inc<br>Educational Services          | Campus Crates Licenses and Webinar Training<br>Title I   | 7,500.00    |               |
| 2018-2019          | Antelope Valley College<br>IDEA Academy at Cottonwood | Choir Director and Assistant Choir Director Services<br>Supplemental Grant<br><i>Note: Above cost does not include fee of \$20 per participant</i> | 13,860.00   |               |
| 2018-2019          | Colbi Technologies Inc<br>Administrative Services     | Quality Bidders Annual Fee<br>Bonds (Fund 21)  | 9,250.00    |               |
| Summer 2018        | Earth Systems Pacific<br>Joe Walker                   | Compaction and Materials Testing, Inspection Services<br>Developer Fees (Fund 25)  | 2,826.80    |               |
| 2018-2019          | KnowBe4 Inc<br>District                               | Security Awareness Training<br>Technology Maintenance  | 14,061.60   |               |
| Summer 2019        | Lindaman Construction Inc<br>Maintenance              | Construct Two (2) Offices in Shop Area<br>General Funding  | 19,900.00   |               |
| 2018-2019          | SHI International Corp<br>District                    | Microsoft Subscription Services<br>Technology Maintenance  | 48,097.50   |               |
| September 26, 2018 | Top Youth Speakers<br>Joe Walker                      | Two (2) Presentations with Fabian Ramirez<br>Supplemental Grant  | 4,500.00    |               |

Change

No Changes

**Total**

**119,995.90**

**0.00**

**Individual Services Agreements**

*These individual service agreements fall under previously Board approved Master Contracts. All agreements are funded through Special Education general funds.*

| <u>Nonpublic School/Agency</u> | <u>Service</u> | <u>Student ID</u> |
|--------------------------------|----------------|-------------------|
| None                           |                |                   |



BOARD AGENDA

September 18, 2018

TO: BOARD OF TRUSTEES  
PREPARED BY: Jeri Holmes, Purchasing  
SUBJECT: Conference/Workshop Schedule

BACKGROUND:

Conference requests are processed in compliance with Board Policy 3350.

PROGRAM/EDUCATIONAL IMPLICATION:

On-going staff development is a key to the success of the District's programs.

COST ANALYSIS/FUNDING SOURCE:

With approval of this action, the Board authorizes expenditures of \$16,244.20.

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES RECOMMENDATION:

Approval

**CONFERENCE/WORKSHOP SCHEDULE**  
 Ratified/Approved at the Board Meeting of September 18, 2018

| <u>Dates/Location</u>               | <u>Title/Attendees/Funding Location</u>  | <u>Fund. Source</u> | <u>Registration</u> | <u>Lodging</u> | <u>Meals</u> | <u>Mileage</u> | <u>Parking</u> | <u>Subs</u> | <u>Other</u> |
|-------------------------------------|--|---------------------|---------------------|----------------|--------------|----------------|----------------|-------------|--------------|
| September 13, 2018<br>Anaheim       | Boomerang Project: Web Follow-Up Training<br>Liz Anderson, Rose Lopez, Afix Oddo, Dora Navarro<br>Joe Walker                       | Title I             | 759.00              | 0.00           | 0.00         | 112.00         | 25.00          | 0.00        | 0.00         |
| September 19-21, 2018<br>Long Beach | PLC Conference<br>Jim Randall, John Tsoi, Ami Duffee, Kristie Jakeway, Danielle Bell, Eden Michelson, Virginia Irvin<br>Joe Walker | Title I             | previously approved | 4,800.00       | 1,200.00     | 319.20         | 240.00         | 3,360.00    | 0.00         |
| October 23-26, 2018<br>Pomona       | Femineer Program Teacher Training<br>Amy Tumbaga, Denise Green, Lindsey Weaver<br>Esperanza  | Supplemental Grant  | 1,500.00            | 855.00         | 390.00       | 109.00         | 0.00           | 1,170.00    | 0.00         |
| February 1-3, 2018<br>Anaheim       | PLTW Conference<br>Matt Anderson<br>Joe Walker   | General Funding     | 0.00                | 600.00         | 125.00       | 120.00         | 60.00          | 140.00      | 360.00       |
| <b>Changes</b>                      | <b>No Changes</b>  |                     |                     |                |              |                |                |             |              |
|                                     |  | Subtotals           | 2,259.00            | 6,255.00       | 1,715.00     | 660.20         | 325.00         | 4,670.00    | 360.00       |
|                                     |  | <b>Grand Total</b>  | <b>16,244.20</b>    |                |              |                |                |             |              |

BOARD AGENDA

September 18, 2019

TO: BOARD OF TRUSTEES

PREPARED BY: Lisa Jehlicka, Director of Business Services

SUBJECT: Resolution 19-05, Processing of Non-Routine Budget Revisions, Adjustments and Transfers

BACKGROUND:

In order for the District to budget for received revenues and/or expend costs not previously budgeted, or for the district to transfer budget money between funds, or for the district to transfer/revise budget amounts exceeding \$100,000, the Board must approve budget revisions.

PROGRAM/EDUCATIONAL IMPLICATION:

Individual to each budget line.

COST ANALYSIS:

The effect of these adjustments by fund are reflected in the attached exhibits.

SUPERINTENDENT'S RECOMMENDATION:

Approval

WESTSIDE UNION SCHOOL DISTRICT  
RESOLUTION 19-05

**RESOLUTION TO APPROVE THE PROCESSING OF NON-ROUTINE BUDGET REVISIONS, ADJUSTMENTS AND TRANSFERS**

WHEREAS, Education Code section 42600 governs that K-12 school districts may not expend more than what is budgeted for each major classification of expenditures, as approved by the governing board of the school district; and

WHEREAS, any non-routine budget revisions, adjustments and transfers may be made from the designated fund balance or the unappropriated fund balance to any expenditure classification with a majority vote of the members of the governing board; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Westside Union School District, in accordance with the provision of Education Code section 42600 does hereby approve the following non-routine budget revisions, adjustments and transfers (*supporting documentation provided on subsequent Form(s) No. 503-056A*):

|   | Fund                        | Restricted  | Increase (Decrease) |              | Fund Balance |
|---|-----------------------------|-------------|---------------------|--------------|--------------|
|   |                             |             | Revenues            | Expenditures |              |
| <b>BACO1</b>  | 01.0 - General Fund         | Yes         | \$0                 | \$832,343    | (\$832,343)  |
| <i>Appropriate the 2017-18 Ending Fund Balance into the 2018-19 Budget for Restricted Programs.</i>               |                             |             |                     |              |              |
| <b>BACO2</b>  | 01.0 - General Fund         | No          | \$0                 | \$694,795    | (\$694,795)  |
| <i>Appropriate the 2017-18 Ending Fund Balance into the 2018-19 Budget for the Supplemental Grant Program.</i>    |                             |             |                     |              |              |
| <b>BACO3</b>  | 21.4 - 2012 Bond B          | Yes - Local | \$0                 | (\$354,244)  | \$354,244    |
| <i>Adjust the 2018-19 Budget in the 2012 Election - Series B Bond for the lesser 2017-18 Ending Fund Balance.</i> |                             |             |                     |              |              |
| <b>BACO4</b>  | 49.0 CFD - Formation        | Yes - Local | \$0                 | (\$2,985)    | \$2,985      |
| <i>Adjust the 2018-19 Budget in the CFD Formation Fees for the lesser 2017-18 Ending Fund Balance.</i>            |                             |             |                     |              |              |
| <b>BACO5</b>  | 49.3 - CFD 2005-3           | Yes - Local | \$0                 | \$800,000    | (\$800,000)  |
| <i>Appropriate the 2017-18 Ending Fund Balance into the 2018-19 Budget for the CFD 2005-3.</i>                    |                             |             |                     |              |              |
| <b>BACO6</b>  | 35.0 - School Facility Fund | Yes - State | \$0                 | \$192,625    | (\$192,625)  |
| <i>Appropriate the 2017-18 Ending Fund Balance into the 2018-19 Budget for the County Facilities Fund.</i>        |                             |             |                     |              |              |
| <b>BACO7</b>  | 40.1 - Anaverde Settlement  | No          | \$0                 | \$378,783    | (\$378,783)  |
| <i>Appropriate the 2017-18 Ending Fund Balance into the 2018-19 Budget for AH Settlement.</i>                     |                             |             |                     |              |              |

APPROVED AND ADOPTED by the Governing Board on this 18<sup>th</sup> day of September, 2018, in the community of Palmdale, California; County of Los Angeles by the following vote:

AYES:

NOES:

ABSENT:

I, John Curiel, President of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution approved and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand on this 18<sup>th</sup> day of September, 2018.

\_\_\_\_\_  
President of the Governing Board



**Los Angeles County  
Office of Education**

Serving Students • Supporting Communities • Leading Educators

## Budget Adjustment Summary K-12/ROPs/JPAs

|  |  |
|--|--|
| PERIOD AFFECTED:                           |  |
| <input type="checkbox"/> Adopted Budget    |  |
| <input type="checkbox"/> First Interim     |  |
| <input type="checkbox"/> Second Interim    |  |
| <input type="checkbox"/> Third Interim     |  |
| <input type="checkbox"/> Unaudited Actuals |  |

Submit one (1) certified original of this form.

|                          |                               |  |
|--------------------------|-------------------------------|--|
| DISTRICT NUMBER<br>65102 | GL JOURNAL ID NUMBER<br>BACO1 | FUND NUMBER<br>01.0  |
| FISCAL YEAR<br>2018-19   | FUND NAME<br>General Fund     | <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED |

|                               |   |
|-------------------------------|---|
| DATE OF SUMMARY<br>09/18/2018 | NAME OF SCHOOL DISTRICT<br>Westside Union School District |
|-------------------------------|---|

| A. Revenues/Other Financing Sources              | Object Code | Specific Object Code | Specific Resource Code | Budget Adjustment Increase (Decrease) |
|--|-------------|----------------------|------------------------|---------------------------------------|
| 1. LCFF Sources                                  | 8010-8099   |                      |                        | \$                                    |
| 2. Federal Revenue                               | 8100-8299   |                      |                        |                                       |
| 3. Other State Revenue                           | 8300-8599   |                      |                        |                                       |
| 4. Other Local Revenue                           | 8600-8799   |                      |                        |                                       |
| 5. Interfund Transfers In                        | 8900-8929   |                      |                        |                                       |
| 6. All Other Financing Sources                   | 8930-8979   |                      |                        |                                       |
| 7. Contributions                                 | 8980-8999   |                      |                        |                                       |
| <b>8. Total Revenues/Other Financing Sources</b> |             |                      |                        | \$ 0.00                               |

| B. Expenditures/Other Financing Uses               | Object Code | Resource Code (Optional) | Budget Adjustment Increase (Decrease) |
|--|-------------|--------------------------|---------------------------------------|
| 1. Certificated Personnel Salaries                 | 1000-1999   |                          | \$ 2,160.00                           |
| 2. Classified Personnel Salaries                   | 2000-2999   |                          |                                       |
| 3. Employee Benefits                               | 3000-3999   |                          |                                       |
| 4. Books and Supplies                              | 4000-4999   |                          | 301,097.00                            |
| 5. Services and Other Operating Expenditures       | 5000-5999   |                          | 21,283.00                             |
| 6. Capital Outlay                                  | 6000-6999   |                          | 498,309.00                            |
| 7. Tuition   | 7100-7199   |                          |                                       |
| 8. Interagency Transfers Out                       | 7200-7299   |                          |                                       |
| 9. Transfers of Indirect Costs                     | 7300-7399   |                          | 9,494.00                              |
| 10. Debt Service                                   | 7430-7439   |                          |                                       |
| 11. Interfund Transfers Out                        | 7600-7629   |                          |                                       |
| 12. All Other Financing Uses                       | 7630-7699   |                          |                                       |
| <b>13. Total Expenditures/Other Financing Uses</b> |             |                          | \$ 832,343.00                         |

|  |                 |
|--|-----------------|
| <b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b> | \$ (832,343.00) |
|--|-----------------|

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.

| D. Components of Ending Fund Balance  | Object Code                                    | Resource Code | Revision Increase (Decrease) |
|---|--|---------------|------------------------------|
| 1. <b>Nonspendable Amounts</b>  |  |               |                              |
| Revolving Cash  | 9711   |               | \$                           |
| Stores  | 9712   |               |                              |
| Prepaid Expenditures  | 9713   |               |                              |
| All Others  | 9719   |               |                              |
|   | <b>Total Nonspendable Amounts</b>              |               | 0.00                         |
| 2. <b>Restricted Amounts</b>  |  |               |                              |
| Restricted  | 9740   |               | \$ (832,343.00)              |
|   | <b>Total Restricted Amounts</b>                |               | (832,343.00)                 |
| 3. <b>Committed Amounts</b>   |  |               |                              |
| Stabilization Arrangements  | 9750   |               | \$                           |
| Other Commitments   | 9760   |               |                              |
|   | <b>Total Committed Amounts</b>                 |               | 0.00                         |
| 4. <b>Assigned Amounts</b>  |  |               |                              |
| Other Assignments   | 9780   |               | \$                           |
|   | <b>Total Assigned Amounts</b>                  |               | 0.00                         |
| 5. <b>Unassigned/Unappropriated Amounts</b>   |  |               |                              |
| Reserve for Economic Uncertainties  | 9789   |               | \$                           |
| Unassigned/Unappropriated/Unrestricted Net Position                                   | 9790   |               |                              |
|   | <b>Total Unassigned/Unappropriated Amounts</b> |               | 0.00                         |
| <b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b> |  |               | \$ (832,343.00)              |

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2017-18 Ending Fund Balance into the 2018-19 Budget for Restricted Programs.*

**F. School District Certification - Must be Completed**

|   |  |  |
|---|--|--|
| NAME OF SCHOOL DISTRICT CONTACT PERSON<br>Lisa Jehlicka | TELEPHONE NUMBER OF CONTACT PERSON<br>( 661 ) 722-0716, ext. 79103 | EMAIL ADDRESS OF CONTACT PERSON<br>l.jehlicka@westside.k12.ca.us |
| DATE OF BOARD APPROVAL<br>09/18/2018                    | SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD         | PRINT NAME AND TITLE   |
|   |  | DATE SIGNED  |

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:  
Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



**Los Angeles County  
Office of Education**

Serving Students • Supporting Communities • Leading Educators

## Budget Adjustment Summary K-12/ROPs/JPA's

PERIOD AFFECTED:

- Adopted Budget
- First Interim
- Second Interim
- Third Interim
- Unaudited Actuals

Submit one (1) certified original of this form.

|                                 |                                      |  |
|---------------------------------|--------------------------------------|--|
| DISTRICT NUMBER<br><b>65102</b> | GL JOURNAL ID NUMBER<br><b>BACO2</b> | FUND NUMBER<br><b>01.0</b>   |
| FISCAL YEAR<br><b>2018-19</b>   | FUND NAME<br><b>General Fund</b>     | <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED |

|                                      |  |
|--------------------------------------|--|
| DATE OF SUMMARY<br><b>09/18/2018</b> | NAME OF SCHOOL DISTRICT<br><b>Westside Union School District</b> |
|--------------------------------------|--|

| A. Revenues/Other Financing Sources              | Object Code | Specific Object Code | Specific Resource Code | Budget Adjustment Increase (Decrease) |
|--|-------------|----------------------|------------------------|---------------------------------------|
| 1. LCFF Sources                                  | 8010-8099   |                      |                        | \$                                    |
| 2. Federal Revenue                               | 8100-8299   |                      |                        |                                       |
| 3. Other State Revenue                           | 8300-8599   |                      |                        |                                       |
| 4. Other Local Revenue                           | 8600-8799   |                      |                        |                                       |
| 5. Interfund Transfers In                        | 8900-8929   |                      |                        |                                       |
| 6. All Other Financing Sources                   | 8930-8979   |                      |                        |                                       |
| 7. Contributions                                 | 8980-8999   |                      |                        |                                       |
| <b>8. Total Revenues/Other Financing Sources</b> |             |                      |                        | <b>\$ 0.00</b>                        |

| B. Expenditures/Other Financing Uses               | Object Code | Resource Code (Optional) | Budget Adjustment Increase (Decrease) |
|--|-------------|--------------------------|---------------------------------------|
| 1. Certificated Personnel Salaries                 | 1000-1999   |                          | \$                                    |
| 2. Classified Personnel Salaries                   | 2000-2999   |                          |                                       |
| 3. Employee Benefits                               | 3000-3999   |                          |                                       |
| 4. Books and Supplies                              | 4000-4999   |                          | 294,795.00                            |
| 5. Services and Other Operating Expenditures       | 5000-5999   |                          | 400,000.00                            |
| 6. Capital Outlay                                  | 6000-6999   |                          |                                       |
| 7. Tuition   | 7100-7199   |                          |                                       |
| 8. Interagency Transfers Out                       | 7200-7299   |                          |                                       |
| 9. Transfers of Indirect Costs                     | 7300-7399   |                          |                                       |
| 10. Debt Service                                   | 7430-7439   |                          |                                       |
| 11. Interfund Transfers Out                        | 7600-7629   |                          |                                       |
| 12. All Other Financing Uses                       | 7630-7699   |                          |                                       |
| <b>13. Total Expenditures/Other Financing Uses</b> |             |                          | <b>\$ 694,795.00</b>                  |

|  |           |                     |
|--|-----------|---------------------|
| <b>C. Subtotal A8 - B13 [This amount will increase (Decrease) Ending Fund Balance]</b> | <b>\$</b> | <b>(694,795.00)</b> |
|--|-----------|---------------------|

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
 Line A7 - Contributions must net to zero at the total fund level.  
 If Section C is not zero, you must complete Section D on Page 2.

| D. Components of Ending Fund Balance  | Object Code                                    | Resource Code | Revision Increase (Decrease) |
|---|--|---------------|------------------------------|
| 1. <b>Nonspendable Amounts</b>  |  |               |                              |
| Revolving Cash  | 9711   |               | \$                           |
| Stores  | 9712   |               |                              |
| Prepaid Expenditures  | 9713   |               |                              |
| All Others  | 9719   |               |                              |
|   | <b>Total Nonspendable Amounts</b>              |               | 0.00                         |
| 2. <b>Restricted Amounts</b>  |  |               |                              |
| Restricted  | 9740   |               | \$                           |
|   | <b>Total Restricted Amounts</b>                |               | 0.00                         |
| 3. <b>Committed Amounts</b>   |  |               |                              |
| Stabilization Arrangements  | 9750   |               | \$                           |
| Other Commitments   | 9760   |               |                              |
|   | <b>Total Committed Amounts</b>                 |               | 0.00                         |
| 4. <b>Assigned Amounts</b>  |  |               |                              |
| Other Assignments   | 9780   |               | \$                           |
|   | <b>Total Assigned Amounts</b>                  |               | 0.00                         |
| 5. <b>Unassigned/Unappropriated Amounts</b>   |  |               |                              |
| Reserve for Economic Uncertainties  | 9789   |               | \$                           |
| Unassigned/Unappropriated/Unrestricted Net Position                                   | 9790   |               | (694,795.00)                 |
|   | <b>Total Unassigned/Unappropriated Amounts</b> |               | (694,795.00)                 |
| <b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b> |  |               | \$ (694,795.00)              |

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2017-18 Ending Fund Balance into the 2018-19 Budget for the Supplemental Grant Program.*

**F. School District Certification - Must be Completed**

|   |  |  |
|---|--|--|
| NAME OF SCHOOL DISTRICT CONTACT PERSON<br>Lisa Jehlicka | TELEPHONE NUMBER OF CONTACT PERSON<br>( 661 ) 722-0716, ext. 79103 | EMAIL ADDRESS OF CONTACT PERSON<br>l.jehlicka@westside.k12.ca.us |
| DATE OF BOARD APPROVAL<br>09/18/2018                    | SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD         | PRINT NAME AND TITLE   |
|   |  | DATE SIGNED  |

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED





**Budget Adjustment Summary  
K-12/ROPs/JPA's**

PERIOD AFFECTED:

Adopted Budget

First Interim

Second Interim

Third Interim

Unaudited Actuals

Submit one (1) certified original of this form.

|                          |  |  |
|--------------------------|--|--|
| DISTRICT NUMBER<br>65102 | GL JOURNAL ID NUMBER<br>BACO3            | FUND NUMBER<br>21.4  |
| FISCAL YEAR<br>2018-19   | FUND NAME<br>2012 Election Series B Bond | <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED |

|                               |   |
|-------------------------------|---|
| DATE OF SUMMARY<br>09/18/2018 | NAME OF SCHOOL DISTRICT<br>Westside Union School District |
|-------------------------------|---|

| A. Revenues/Other Financing Sources              | Object Code | Specific Object Code | Specific Resource Code | Budget Adjustment Increase (Decrease) |
|--|-------------|----------------------|------------------------|---------------------------------------|
| 1. LCFF Sources                                  | 8010-8099   |                      |                        | \$                                    |
| 2. Federal Revenue                               | 8100-8299   |                      |                        |                                       |
| 3. Other State Revenue                           | 8300-8599   |                      |                        |                                       |
| 4. Other Local Revenue                           | 8600-8799   |                      |                        |                                       |
| 5. Interfund Transfers In                        | 8900-8929   |                      |                        |                                       |
| 6. All Other Financing Sources                   | 8930-8979   |                      |                        |                                       |
| 7. Contributions                                 | 8980-8999   |                      |                        |                                       |
| <b>8. Total Revenues/Other Financing Sources</b> |             |                      |                        | <b>\$ 0.00</b>                        |

| B. Expenditures/Other Financing Uses               | Object Code | Resource Code (Optional) | Budget Adjustment Increase (Decrease) |
|--|-------------|--------------------------|---------------------------------------|
| 1. Certificated Personnel Salaries                 | 1000-1999   |                          | \$                                    |
| 2. Classified Personnel Salaries                   | 2000-2999   |                          |                                       |
| 3. Employee Benefits                               | 3000-3999   |                          |                                       |
| 4. Books and Supplies                              | 4000-4999   |                          | (85,446.00)                           |
| 5. Services and Other Operating Expenditures       | 5000-5999   |                          | (120,000.00)                          |
| 6. Capital Outlay                                  | 6000-6999   |                          | (148,798.00)                          |
| 7. Tuition   | 7100-7199   |                          |                                       |
| 8. Interagency Transfers Out                       | 7200-7299   |                          |                                       |
| 9. Transfers of Indirect Costs                     | 7300-7399   |                          |                                       |
| 10. Debt Service                                   | 7430-7439   |                          |                                       |
| 11. Interfund Transfers Out                        | 7600-7629   |                          |                                       |
| 12. All Other Financing Uses                       | 7630-7699   |                          |                                       |
| <b>13. Total Expenditures/Other Financing Uses</b> |             |                          | <b>\$ (354,244.00)</b>                |

|  |                      |
|--|----------------------|
| <b>C. Subtotal A8 - B13 [This amount will increase (Decrease) Ending Fund Balance]</b> | <b>\$ 354,244.00</b> |
|--|----------------------|

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.

| D. Components of Ending Fund Balance  | Object Code | Resource Code | Revision Increase (Decrease) |
|---|-------------|---------------|------------------------------|
| 1. <b>Nonspendable Amounts</b>  |             |               |                              |
| Revolving Cash  | 9711        |               | \$                           |
| Stores  | 9712        |               |                              |
| Prepaid Expenditures  | 9713        |               |                              |
| All Others  | 9719        |               |                              |
| <b>Total Nonspendable Amounts</b>   |             |               | 0.00                         |
| 2. <b>Restricted Amounts</b>  |             |               |                              |
| Restricted  | 9740        |               | \$ 387,244.00                |
| <b>Total Restricted Amounts</b>   |             |               | 387,244.00                   |
| 3. <b>Committed Amounts</b>   |             |               |                              |
| Stabilization Arrangements  | 9750        |               | \$                           |
| Other Commitments   | 9760        |               |                              |
| <b>Total Committed Amounts</b>  |             |               | 0.00                         |
| 4. <b>Assigned Amounts</b>  |             |               |                              |
| Other Assignments   | 9780        |               | \$                           |
| <b>Total Assigned Amounts</b>   |             |               | 0.00                         |
| 5. <b>Unassigned/Unappropriated Amounts</b>   |             |               |                              |
| Reserve for Economic Uncertainties  | 9789        |               | \$                           |
| Unassigned/Unappropriated/Unrestricted Net Position                                   | 9790        |               |                              |
| <b>Total Unassigned/Unappropriated Amounts</b>  |             |               | 0.00                         |
| <b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b> |             |               | \$ 387,244.00                |

**E. Narrative Explanation for this Revision - Must be Completed**

*Adjust the 2018-19 Budget in the 2012 Election Series B Bond for the lesser 2017-18 Ending Fund Balance.*

**F. School District Certification - Must be Completed**

|   |  |  |             |
|---|--|--|-------------|
| NAME OF SCHOOL DISTRICT CONTACT PERSON<br>Lisa Jehlicka | TELEPHONE NUMBER OF CONTACT PERSON<br>( 661 ) 722-0716, ext. 79103 | EMAIL ADDRESS OF CONTACT PERSON<br>l.jehlicka@westside.k12.ca.us |             |
| DATE OF BOARD APPROVAL<br>09/18/2018                    | SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD         | PRINT NAME AND TITLE   | DATE SIGNED |

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Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:  
Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



## Budget Adjustment Summary K-12/ROPs/JPA's

|                          |                   |
|--------------------------|-------------------|
| PERIOD AFFECTED:         |                   |
| <input type="checkbox"/> | Adopted Budget    |
| <input type="checkbox"/> | First Interim     |
| <input type="checkbox"/> | Second Interim    |
| <input type="checkbox"/> | Third Interim     |
| <input type="checkbox"/> | Unaudited Actuals |

Submit one (1) certified original of this form.

|                          |                                   |  |
|--------------------------|-----------------------------------|--|
| DISTRICT NUMBER<br>65102 | GL JOURNAL ID NUMBER<br>BACO4     | FUND NUMBER<br>49.0  |
| FISCAL YEAR<br>2018-19   | FUND NAME<br>CFD - Formation Fees | <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED |

|                               |   |
|-------------------------------|---|
| DATE OF SUMMARY<br>09/18/2018 | NAME OF SCHOOL DISTRICT<br>Westside Union School District |
|-------------------------------|---|

| A. Revenues/Other Financing Sources              | Object Code | Specific Object Code | Specific Resource Code | Budget Adjustment Increase (Decrease) |
|--|-------------|----------------------|------------------------|---------------------------------------|
| 1. LCFF Sources                                  | 8010-8099   |                      |                        | \$                                    |
| 2. Federal Revenue                               | 8100-8299   |                      |                        |                                       |
| 3. Other State Revenue                           | 8300-8599   |                      |                        |                                       |
| 4. Other Local Revenue                           | 8600-8799   |                      |                        |                                       |
| 5. Interfund Transfers In                        | 8900-8929   |                      |                        |                                       |
| 6. All Other Financing Sources                   | 8930-8979   |                      |                        |                                       |
| 7. Contributions                                 | 8980-8999   |                      |                        |                                       |
| <b>8. Total Revenues/Other Financing Sources</b> |             |                      |                        | <b>\$ 0.00</b>                        |

| B. Expenditures/Other Financing Uses               | Object Code | Resource Code (Optional) | Budget Adjustment Increase (Decrease) |
|--|-------------|--------------------------|---------------------------------------|
| 1. Certificated Personnel Salaries                 | 1000-1999   |                          | \$                                    |
| 2. Classified Personnel Salaries                   | 2000-2999   |                          |                                       |
| 3. Employee Benefits                               | 3000-3999   |                          |                                       |
| 4. Books and Supplies                              | 4000-4999   |                          |                                       |
| 5. Services and Other Operating Expenditures       | 5000-5999   |                          | (2,985.00)                            |
| 6. Capital Outlay                                  | 6000-6999   |                          |                                       |
| 7. Tuition   | 7100-7199   |                          |                                       |
| 8. Interagency Transfers Out                       | 7200-7299   |                          |                                       |
| 9. Transfers of Indirect Costs                     | 7300-7399   |                          |                                       |
| 10. Debt Service                                   | 7430-7439   |                          |                                       |
| 11. Interfund Transfers Out                        | 7600-7629   |                          |                                       |
| 12. All Other Financing Uses                       | 7630-7699   |                          |                                       |
| <b>13. Total Expenditures/Other Financing Uses</b> |             |                          | <b>\$ (2,985.00)</b>                  |

|  |                    |
|--|--------------------|
| <b>C. Subtotal A8 - B13 [This amount will increase (Decrease) Ending Fund Balance]</b> | <b>\$ 2,985.00</b> |
|--|--------------------|

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.

| D. Components of Ending Fund Balance  | Object Code | Resource Code | Revision Increase (Decrease) |
|---|-------------|---------------|------------------------------|
| 1. <b>Nonspendable Amounts</b>  |             |               |                              |
| Revolving Cash  | 9711        |               | \$                           |
| Stores  | 9712        |               |                              |
| Prepaid Expenditures  | 9713        |               |                              |
| All Others  | 9719        |               |                              |
| <b>Total Nonspendable Amounts</b>   |             |               | 0.00                         |
| 2. <b>Restricted Amounts</b>  |             |               |                              |
| Restricted  | 9740        |               | \$ 2,985.00                  |
| <b>Total Restricted Amounts</b>   |             |               | 2,985.00                     |
| 3. <b>Committed Amounts</b>   |             |               |                              |
| Stabilization Arrangements  | 9750        |               | \$                           |
| Other Commitments   | 9760        |               |                              |
| <b>Total Committed Amounts</b>  |             |               | 0.00                         |
| 4. <b>Assigned Amounts</b>  |             |               |                              |
| Other Assignments   | 9780        |               | \$                           |
| <b>Total Assigned Amounts</b>   |             |               | 0.00                         |
| 5. <b>Unassigned/Unappropriated Amounts</b>   |             |               |                              |
| Reserve for Economic Uncertainties  | 9789        |               | \$                           |
| Unassigned/Unappropriated/Unrestricted Net Position                                   | 9790        |               |                              |
| <b>Total Unassigned/Unappropriated Amounts</b>  |             |               | 0.00                         |
| <b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b> |             |               | \$ 2,985.00                  |

**E. Narrative Explanation for this Revision - Must be Completed**

*Adjust the 2018-19 Budget in the CFD Formation Fees for the lesser 2017-18 Ending Fund Balance.*

**F. School District Certification - Must be Completed**

|   |  |  |
|---|--|--|
| NAME OF SCHOOL DISTRICT CONTACT PERSON<br>Lisa Jehlicka | TELEPHONE NUMBER OF CONTACT PERSON<br>( 661 ) 722-0716, ext. 79103 | EMAIL ADDRESS OF CONTACT PERSON<br>l.jehlicka@westside.k12.ca.us |
| DATE OF BOARD APPROVAL<br>09/18/2018                    | SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD         | PRINT NAME AND TITLE   |
|   |  | DATE SIGNED  |

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



## Budget Adjustment Summary K-12/ROPs/JPA's

|                          |                   |
|--------------------------|-------------------|
| PERIOD AFFECTED:         |                   |
| <input type="checkbox"/> | Adopted Budget    |
| <input type="checkbox"/> | First Interim     |
| <input type="checkbox"/> | Second Interim    |
| <input type="checkbox"/> | Third Interim     |
| <input type="checkbox"/> | Unaudited Actuals |

Submit one (1) certified original of this form.

|                          |                               |  |
|--------------------------|-------------------------------|--|
| DISTRICT NUMBER<br>65102 | GL JOURNAL ID NUMBER<br>BACO5 | FUND NUMBER<br>49.3  |
| FISCAL YEAR<br>2018-19   | FUND NAME<br>CFD - 2005-3     | <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED |

|                               |   |
|-------------------------------|---|
| DATE OF SUMMARY<br>09/18/2018 | NAME OF SCHOOL DISTRICT<br>Westside Union School District |
|-------------------------------|---|

| A. Revenues/Other Financing Sources              | Object Code | Specific Object Code | Specific Resource Code | Budget Adjustment Increase (Decrease) |
|--|-------------|----------------------|------------------------|---------------------------------------|
| 1. LCFF Sources                                  | 8010-8099   |                      |                        | \$                                    |
| 2. Federal Revenue                               | 8100-8299   |                      |                        |                                       |
| 3. Other State Revenue                           | 8300-8599   |                      |                        |                                       |
| 4. Other Local Revenue                           | 8600-8799   |                      |                        |                                       |
| 5. Interfund Transfers In                        | 8900-8929   |                      |                        |                                       |
| 6. All Other Financing Sources                   | 8930-8979   |                      |                        |                                       |
| 7. Contributions                                 | 8980-8999   |                      |                        |                                       |
| <b>8. Total Revenues/Other Financing Sources</b> |             |                      |                        | <b>\$ 0.00</b>                        |

| B. Expenditures/Other Financing Uses               | Object Code | Resource Code (Optional) | Budget Adjustment Increase (Decrease) |
|--|-------------|--------------------------|---------------------------------------|
| 1. Certificated Personnel Salaries                 | 1000-1999   |                          | \$                                    |
| 2. Classified Personnel Salaries                   | 2000-2999   |                          |                                       |
| 3. Employee Benefits                               | 3000-3999   |                          |                                       |
| 4. Books and Supplies                              | 4000-4999   |                          |                                       |
| 5. Services and Other Operating Expenditures       | 5000-5999   |                          |                                       |
| 6. Capital Outlay                                  | 6000-6999   |                          | 800,000.00                            |
| 7. Tuition   | 7100-7199   |                          |                                       |
| 8. Interagency Transfers Out                       | 7200-7299   |                          |                                       |
| 9. Transfers of Indirect Costs                     | 7300-7399   |                          |                                       |
| 10. Debt Service                                   | 7430-7439   |                          |                                       |
| 11. Interfund Transfers Out                        | 7600-7629   |                          |                                       |
| 12. All Other Financing Uses                       | 7630-7699   |                          |                                       |
| <b>13. Total Expenditures/Other Financing Uses</b> |             |                          | <b>\$ 800,000.00</b>                  |

|  |                        |
|--|------------------------|
| <b>C. Subtotal A8 - B13 [This amount will increase (Decrease) Ending Fund Balance]</b> | <b>\$ (800,000.00)</b> |
|--|------------------------|

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.

| D. Components of Ending Fund Balance  | Object Code | Resource Code | Revision Increase (Decrease) |
|---|-------------|---------------|------------------------------|
| <b>1. Nonspendable Amounts</b>  |             |               |                              |
| Revolving Cash  | 9711        |               | \$                           |
| Stores  | 9712        |               |                              |
| Prepaid Expenditures  | 9713        |               |                              |
| All Others  | 9719        |               |                              |
| <b>Total Nonspendable Amounts</b>   |             |               | 0.00                         |
| <b>2. Restricted Amounts</b>  |             |               |                              |
| Restricted  | 9740        |               | \$ 2,985.00                  |
| <b>Total Restricted Amounts</b>   |             |               | 2,985.00                     |
| <b>3. Committed Amounts</b>   |             |               |                              |
| Stabilization Arrangements  | 9750        |               | \$                           |
| Other Commitments   | 9760        |               |                              |
| <b>Total Committed Amounts</b>  |             |               | 0.00                         |
| <b>4. Assigned Amounts</b>  |             |               |                              |
| Other Assignments   | 9780        |               | \$                           |
| <b>Total Assigned Amounts</b>   |             |               | 0.00                         |
| <b>5. Unassigned/Unappropriated Amounts</b>   |             |               |                              |
| Reserve for Economic Uncertainties  | 9789        |               | \$                           |
| Unassigned/Unappropriated/Unrestricted Net Position                                   | 9790        |               |                              |
| <b>Total Unassigned/Unappropriated Amounts</b>  |             |               | 0.00                         |
| <b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b> |             |               | \$ 2,985.00                  |

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2017-18 Ending Fund Balance into the 2018-19 Budget for the CFD 2005-3.*

**F. School District Certification - Must be Completed**

|  |  |                                    |                                 |
|--|--|------------------------------------|---------------------------------|
| NAME OF SCHOOL DISTRICT CONTACT PERSON |  | TELEPHONE NUMBER OF CONTACT PERSON | EMAIL ADDRESS OF CONTACT PERSON |
| Lisa Jehlicka                          |  | ( 661 ) 722-0716, ext. 79103       | l.jehlicka@westside.k12.ca.us   |
| DATE OF BOARD APPROVAL                 | SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD | PRINT NAME AND TITLE               | DATE SIGNED                     |
| 09/18/2018                             |  |                                    |                                 |

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
 Business Advisory Services  
 9300 Imperial Highway  
 Downey, CA 90242-2890

Approved:  
 Debra Duardo, M.S.W., Ed.D.  
 Los Angeles County  
 Superintendent

|  |             |
|--|-------------|
| SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY | DATE SIGNED |
|  |             |



## Budget Adjustment Summary K-12/ROPs/JPA's

|                          |                   |
|--------------------------|-------------------|
| PERIOD AFFECTED:         |                   |
| <input type="checkbox"/> | Adopted Budget    |
| <input type="checkbox"/> | First Interim     |
| <input type="checkbox"/> | Second Interim    |
| <input type="checkbox"/> | Third Interim     |
| <input type="checkbox"/> | Unaudited Actuals |

Submit one (1) certified original of this form.

|                          |                                     |  |
|--------------------------|-------------------------------------|--|
| DISTRICT NUMBER<br>65102 | GL JOURNAL ID NUMBER<br>BACO6       | FUND NUMBER<br>35.0  |
| FISCAL YEAR<br>2018-19   | FUND NAME<br>County Facilities Fund | <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED |

|                               |   |
|-------------------------------|---|
| DATE OF SUMMARY<br>09/18/2018 | NAME OF SCHOOL DISTRICT<br>Westside Union School District |
|-------------------------------|---|

| A. Revenues/Other Financing Sources              | Object Code | Specific Object Code | Specific Resource Code | Budget Adjustment Increase (Decrease) |
|--|-------------|----------------------|------------------------|---------------------------------------|
| 1. LCFF Sources                                  | 8010-8099   |                      |                        | \$                                    |
| 2. Federal Revenue                               | 8100-8299   |                      |                        |                                       |
| 3. Other State Revenue                           | 8300-8599   |                      |                        |                                       |
| 4. Other Local Revenue                           | 8600-8799   |                      |                        |                                       |
| 5. Interfund Transfers In                        | 8900-8929   |                      |                        |                                       |
| 6. All Other Financing Sources                   | 8930-8979   |                      |                        |                                       |
| 7. Contributions                                 | 8980-8999   |                      |                        |                                       |
| <b>8. Total Revenues/Other Financing Sources</b> |             |                      |                        | \$ 0.00                               |

| B. Expenditures/Other Financing Uses               | Object Code | Resource Code (Optional) | Budget Adjustment Increase (Decrease) |
|--|-------------|--------------------------|---------------------------------------|
| 1. Certificated Personnel Salaries                 | 1000-1999   |                          | \$                                    |
| 2. Classified Personnel Salaries                   | 2000-2999   |                          |                                       |
| 3. Employee Benefits                               | 3000-3999   |                          |                                       |
| 4. Books and Supplies                              | 4000-4999   |                          |                                       |
| 5. Services and Other Operating Expenditures       | 5000-5999   |                          |                                       |
| 6. Capital Outlay                                  | 6000-6999   |                          | 192,625.00                            |
| 7. Tuition   | 7100-7199   |                          |                                       |
| 8. Interagency Transfers Out                       | 7200-7299   |                          |                                       |
| 9. Transfers of Indirect Costs                     | 7300-7399   |                          |                                       |
| 10. Debt Service                                   | 7430-7439   |                          |                                       |
| 11. Interfund Transfers Out                        | 7600-7629   |                          |                                       |
| 12. All Other Financing Uses                       | 7630-7699   |                          |                                       |
| <b>13. Total Expenditures/Other Financing Uses</b> |             |                          | \$ 192,625.00                         |

|  |                 |
|--|-----------------|
| <b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b> | \$ (192,625.00) |
|--|-----------------|

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.

| D. Components of Ending Fund Balance  | Object Code | Resource Code | Revision Increase (Decrease) |
|---|-------------|---------------|------------------------------|
| 1. <b>Nonspendable Amounts</b><br>Revolving Cash                                      | 9711        |               | \$                           |
| Stores  | 9712        |               |                              |
| Prepaid Expenditures  | 9713        |               |                              |
| All Others  | 9719        |               |                              |
| <b>Total Nonspendable Amounts</b>   |             |               | 0.00                         |
| 2. <b>Restricted Amounts</b><br>Restricted  | 9740        |               | \$ (192,625.00)              |
| <b>Total Restricted Amounts</b>   |             |               | (192,625.00)                 |
| 3. <b>Committed Amounts</b><br>Stabilization Arrangements                             | 9750        |               | \$                           |
| Other Commitments   | 9760        |               |                              |
| <b>Total Committed Amounts</b>  |             |               | 0.00                         |
| 4. <b>Assigned Amounts</b><br>Other Assignments                                       | 9780        |               | \$                           |
| <b>Total Assigned Amounts</b>   |             |               | 0.00                         |
| 5. <b>Unassigned/Unappropriated Amounts</b><br>Reserve for Economic Uncertainties     | 9789        |               | \$                           |
| Unassigned/Unappropriated/Unrestricted Net Position                                   | 9790        |               |                              |
| <b>Total Unassigned/Unappropriated Amounts</b>  |             |               | 0.00                         |
| <b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b> |             |               | \$ (192,625.00)              |

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2017-18 Ending Fund Balance into the 2018-19 Budget for the County Facilities Fund.*

**F. School District Certification - Must be Completed**

|   |  |  |
|---|--|--|
| NAME OF SCHOOL DISTRICT CONTACT PERSON<br>Lisa Jehlicka | TELEPHONE NUMBER OF CONTACT PERSON<br>( 661 ) 722-0716, ext. 79103 | EMAIL ADDRESS OF CONTACT PERSON<br>l.jehlicka@westside.k12.ca.us |
| DATE OF BOARD APPROVAL<br>09/18/2018                    | SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD         | PRINT NAME AND TITLE   |
|   |  | DATE SIGNED  |

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:  
Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED





**Los Angeles County  
Office of Education**

Serving Students • Supporting Communities • Leading Educators

## Budget Adjustment Summary K-12/ROPs/JPAs

PERIOD AFFECTED:

- Adopted Budget  
 First Interim  
 Second Interim  
 Third Interim  
 Unaudited Actuals

Submit one (1) certified original of this form.

|                          |                                  |  |
|--------------------------|----------------------------------|--|
| DISTRICT NUMBER<br>65102 | GL JOURNAL ID NUMBER<br>BAC07    | FUND NUMBER<br>40.1  |
| FISCAL YEAR<br>2018-19   | FUND NAME<br>Anaverde Settlement | <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED |

|                               |   |
|-------------------------------|---|
| DATE OF SUMMARY<br>09/18/2018 | NAME OF SCHOOL DISTRICT<br>Westside Union School District |
|-------------------------------|---|

| A. Revenues/Other Financing Sources              | Object Code | Specific Object Code | Specific Resource Code | Budget Adjustment Increase (Decrease) |
|--|-------------|----------------------|------------------------|---------------------------------------|
| 1. LCOFF Sources                                 | 8010-8099   |                      |                        | \$                                    |
| 2. Federal Revenue                               | 8100-8299   |                      |                        |                                       |
| 3. Other State Revenue                           | 8300-8599   |                      |                        |                                       |
| 4. Other Local Revenue                           | 8600-8799   |                      |                        |                                       |
| 5. Interfund Transfers In                        | 8900-8929   |                      |                        |                                       |
| 6. All Other Financing Sources                   | 8930-8979   |                      |                        |                                       |
| 7. Contributions                                 | 8980-8999   |                      |                        |                                       |
| <b>8. Total Revenues/Other Financing Sources</b> |             |                      |                        | \$ 0.00                               |

| B. Expenditures/Other Financing Uses               | Object Code | Resource Code (Optional) | Budget Adjustment Increase (Decrease) |
|--|-------------|--------------------------|---------------------------------------|
| 1. Certificated Personnel Salaries                 | 1000-1999   |                          | \$                                    |
| 2. Classified Personnel Salaries                   | 2000-2999   |                          |                                       |
| 3. Employee Benefits                               | 3000-3999   |                          |                                       |
| 4. Books and Supplies                              | 4000-4999   |                          |                                       |
| 5. Services and Other Operating Expenditures       | 5000-5999   |                          |                                       |
| 6. Capital Outlay                                  | 6000-6999   |                          | 378,783.00                            |
| 7. Tuition   | 7100-7199   |                          |                                       |
| 8. Interagency Transfers Out                       | 7200-7299   |                          |                                       |
| 9. Transfers of Indirect Costs                     | 7300-7399   |                          |                                       |
| 10. Debt Service                                   | 7430-7439   |                          |                                       |
| 11. Interfund Transfers Out                        | 7600-7629   |                          |                                       |
| 12. All Other Financing Uses                       | 7630-7699   |                          |                                       |
| <b>13. Total Expenditures/Other Financing Uses</b> |             |                          | \$ 378,783.00                         |

|  |    |              |
|--|----|--------------|
| <b>C. Subtotal A8 - B13 [This amount will increase (Decrease) Ending Fund Balance]</b> | \$ | (378,783.00) |
|--|----|--------------|

NOTES: Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
 Line A7 - Contributions must net to zero at the total fund level.  
 If Section C is not zero, you must complete Section D on Page 2.

| D. Components of Ending Fund Balance  | Object Code                                    | Resource Code | Revision Increase (Decrease) |
|---|--|---------------|------------------------------|
| 1. <b>Nonspendable Amounts</b>  |  |               |                              |
| Revolving Cash  | 9711   |               | \$                           |
| Stores  | 9712   |               |                              |
| Prepaid Expenditures  | 9713   |               |                              |
| All Others  | 9719   |               |                              |
|   | <b>Total Nonspendable Amounts</b>              |               | 0.00                         |
| 2. <b>Restricted Amounts</b>  |  |               |                              |
| Restricted  | 9740   |               | \$ (378,783.00)              |
|   | <b>Total Restricted Amounts</b>                |               | (378,783.00)                 |
| 3. <b>Committed Amounts</b>   |  |               |                              |
| Stabilization Arrangements  | 9750   |               | \$                           |
| Other Commitments   | 9760   |               |                              |
|   | <b>Total Committed Amounts</b>                 |               | 0.00                         |
| 4. <b>Assigned Amounts</b>  |  |               |                              |
| Other Assignments   | 9780   |               | \$                           |
|   | <b>Total Assigned Amounts</b>                  |               | 0.00                         |
| 5. <b>Unassigned/Unappropriated Amounts</b>   |  |               |                              |
| Reserve for Economic Uncertainties  | 9789   |               | \$                           |
| Unassigned/Unappropriated/Unrestricted Net Position                                   | 9790   |               |                              |
|   | <b>Total Unassigned/Unappropriated Amounts</b> |               | 0.00                         |
| <b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b> |  |               | \$ (378,783.00)              |

**E. Narrative Explanation for this Revision - Must be Completed**

*Appropriate the 2017-18 Ending Fund Balance into the 2018-19 Budget for AH Settlement.*

**F. School District Certification - Must be Completed**

|  |  |                                    |                                 |
|--|--|------------------------------------|---------------------------------|
| NAME OF SCHOOL DISTRICT CONTACT PERSON |  | TELEPHONE NUMBER OF CONTACT PERSON | EMAIL ADDRESS OF CONTACT PERSON |
| Lisa Jehlicka                          |  | ( 661 ) 722-0716, ext. 79103       | l.jehlicka@westside.k12.ca.us   |
| DATE OF BOARD APPROVAL                 | SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD | PRINT NAME AND TITLE               | DATE SIGNED                     |
| 09/18/2018                             |  |                                    |                                 |

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED

BOARD AGENDA

September 18, 2018

TO: BOARD OF TRUSTEES  
PREPARED BY: Regina L. Rossall, Superintendent  
SUBJECT: Election of Clerk

BACKGROUND:

The retirement of Linda K. Jones, has left the Clerk seat open. The Board has requested an election to fill the seat of Clerk.

PROGRAM/EDUCATIONAL IMPLICATION:

None

COST ANALYSIS/FUNDING SOURCE:

None

BOARD AGENDA

September 18, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Regina L. Rossall, Superintendent

SUBJECT: Discussion Items:

- Board Governance

BOARD AGENDA

September 18, 2018

TO: Board of Trustees

PREPARED BY: Marguerite Johnson, Assistant Superintendent of Educational Services

SUBJECT: Recognition of Todd Sorensen "2018 Teacher of the Year Day"

BACKGROUND:

Todd Sorensen has been duly selected as the Westside Union School District Teacher of the Year. On Friday, September 21, 2018, the Los Angeles County Office of Education will be holding an event to recognize all Teachers of the Year from county districts. The attached resolution salutes Mr. Sorensen's designation as our nominee and sets aside a day to recognize his contribution to our students.

PROGRAM/EDUCATIONAL IMPLICATION:

Mr. Sorensen has continued to make a marked difference in the lives of our students, leading to recognition by her fellow educators of her contribution. This resolution salutes his dedication, professionalism as well as the love of learning that he brings to his students.

COST ANALYSIS:

There is no fiscal impact of this resolution on the district.

SUPERINTENDENT'S RECOMMENDATION:

Approval

**DISTRICT OFFICE**

41914 N. 50<sup>th</sup> Street West  
Quartz Hill, CA 93536  
(661) 722-0716  
w.westside.k12.ca.us

**REGINA L. ROSSALL**  
District Superintendent

**ROBERT HUGHES**  
Deputy Superintendent  
Human Resources

**MARGUERITE JOHNSON**  
Assistant Superintendent  
Educational Services

**SHAWN CABEY**  
Assistant Superintendent  
Administrative Services

Resolution 18-48  
Recognition of Todd Sorensen  
"2018 Teacher of the Year"

**WHEREAS**, Mr. Todd Sorensen began his teaching career in the Westside Union School District 8 years ago, with the first 3 years at Anaverde Hills School teaching 1<sup>st</sup> grade, 2<sup>nd</sup> grade, 1/2 combo, 2/3 combo and the last 5 years at Joe Walker Middle School teaching 7<sup>th</sup> and 8<sup>th</sup> grade History; and

**WHEREAS**, Mr. Sorensen earned his undergraduate degree from BYU, his teaching credential from Cal State Bakersfield, and recently completed his Master of Arts in Educational Administration from Brandman University; and

**WHEREAS**, Mr. Sorensen has diligently fostered a love of American History and World Civilizations in students through his engaging History classes by incorporating an inquiry based approach to learning, including the use of hands-on activities, projects, and technology; and

**WHEREAS**, Mr. Sorensen is a Co-Teach general education teacher with an SDC teacher providing a unique learning experience with general education students and Special Day Class students in one class. Both teachers provide direct instruction, small group instruction, and individualized support; and

**WHEREAS**, Mr. Sorensen utilizes technology to provide a "flipped classroom" approach to learning, where students visit his YouTube channel at home and view his History videos for homework prior to attending class, thereby allowing class time to be utilized for in-depth discussion and project-based activities; and

**WHEREAS**, Mr. Sorensen incorporates a "20% Project" into his weekly instruction, requiring students to use 20% of their class time to develop a passion project to address a need in the community and world around them. Students develop a presentation, website, blog, business plan, and activities to complete this project; and

**WHEREAS**, Mr. Sorensen has dedicated many hours to professional development as Joe Walker's resident tech guru, leading professional development in technology at weekly staff meetings, attending CUE conferences, and even presenting at the Antelope Valley's CUE conference; and

**WHEREAS**, Mr. Sorensen spends a significant amount of time supporting the staff and students of Joe Walker, such as acting as Joe Walker's School Site Council President, championship winning 7<sup>th</sup> and 8<sup>th</sup> grade boy's volleyball, and championship winning 7<sup>th</sup> grade boy's basketball coach; and

**WHEREAS**, Mr. Sorensen enjoys watching and playing sports, coaching his kids in baseball, donating his time as a Merit Badge Counselor for the Boy Scouts, participating in youth activities at church and most of all, spending time with his wife, Jessica, and four children, Brayden, Taylor, Mckenzie, and Avery; and

**SCHOOL SITES**

**ANAVERDE HILLS SCHOOL**  
Jacob Briggs, Co-Principal  
Shannon Rossall, Co-Principal

**COTTONWOOD SCHOOL**  
Laura Duran, Principal

**DEL SUR SCHOOL**  
Jessica Kott, Principal

**PERANZA SCHOOL**  
Cole Hernandez, Principal

**GREGG ANDERSON  
ACADEMY**  
Shelly Dearing, Co-Principal  
Kristin Kruizinga, Co-Principal

**HILLVIEW MIDDLE SCHOOL**  
Rodney Lots, Co-Principal  
Jennifer Slater-Sanchez,  
Co-Principal

**JOE WALKER MIDDLE  
SCHOOL**  
Steve Wood, Principal

**LEONA VALLEY SCHOOL**  
Jacob Briggs, Co-Principal  
Shannon Rossall, Co-Principal

**QUARTZ HILL SCHOOL**  
Andrea Paxton, Principal

**RANCHO VISTA SCHOOL**  
Cathy Bennett, Principal

**SUNDOWN SCHOOL**  
Timothy Barker, Principal

**VALLEY VIEW SCHOOL**  
Rebecca Davis, Principal

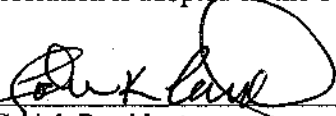
**WESTSIDE ACADEMY**  
Thomas Morreale  
Principal/Teacher

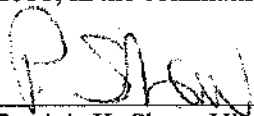
**WHEREAS**, Above all, Mr. Sorensen has been selected by his fellow educators as Teacher of the Year, 2018, for his continuing excellence in teaching and in supporting teachers, as well as his passion for mentoring our youth in the Antelope Valley; and

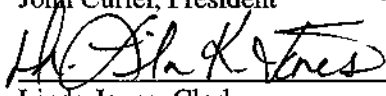
**WHEREAS**, Mr. Sorensen is appreciated by the Board, students, staff, parents, and community for his gracious professionalism and dedication; now

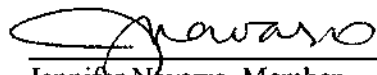
**Therefore**, be it resolved that the Board of Trustees of the Westside Union School District recognizes and appreciates Mr. Todd Sorensen's accomplishments and dedication to the district.

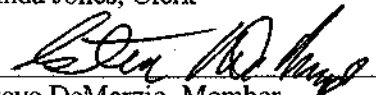
This resolution is adopted on the 1<sup>st</sup> day of May, 2018, in the community of Palmdale, California.

  
\_\_\_\_\_  
John Curiel, President

  
\_\_\_\_\_  
Patricia K. Shaw, Vice President

  
\_\_\_\_\_  
Linda Jones, Clerk

  
\_\_\_\_\_  
Jennifer Navarro, Member

  
\_\_\_\_\_  
Steve DeMarzio, Member

BOARD AGENDA

September 18, 2018

TO: BOARD OF TRUSTEES  
PREPARED BY: Marguerite Johnson, Assistant Superintendent of Educational Services  
SUBJECT: Resolution 19-04, Sufficiency of Textbooks or Instructional Materials

BACKGROUND:

The Board held the public hearing to receive input regarding the insufficiency of the Pupil Textbook Instructional Materials Fund. This resolution certifies that the hearing was held and the schools are sufficient in textbooks or instructional materials.

PROGRAM/EDUCATIONAL IMPLICATION:

Textbooks and instructional materials have been ordered.

COST ANALYSIS:

Textbooks and instructional materials are ordered from: Lottery Instructional Materials; 01.0-63000.0-11100-10000-4100-0000544 and Instructional Materials; 01.0-96300.0-11100-10000-4100-0000544

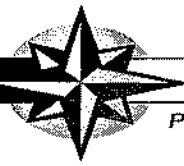
ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES RECOMMENDATION:

Approval



**DISTRICT OFFICE**  
41914 N. 50<sup>th</sup> Street West  
Quartz Hill, CA 93536  
(661) 722-0716  
www.westside.k12.ca.us

**Westside**



**Union School District**

*Pointing the way, providing the path*

**BOARD OF TRUSTEES**  
John Curiel  
Steve DeMarzio  
Linda Jones  
Jennifer Navarro  
Patricia K. Shaw

**REGINA L. ROSSALL**  
District Superintendent

**ROBERT HUGHES**  
Deputy Superintendent  
Human Resources

**MARGUERITE JOHNSON**  
Assistant Superintendent  
Educational Services

**SHAWN CABEY**  
Assistant Superintendent  
Administrative Services

**SCHOOL SITES**

**ANAVERDE HILLS SCHOOL**  
Jacob Briggs, Co-Principal  
Shannon Rossall, Co-Principal

**COTTONWOOD SCHOOL**  
Laura Duran, Principal

**DEL SUR SCHOOL**  
Jessica Kott, Principal

**ESPERANZA SCHOOL**  
Nicole Hernandez, Principal

**GREGG ANDERSON  
ACADEMY**  
Shelly Dearing, Co-Principal  
Kristin Kruizinga, Co-Principal

**HILLVIEW MIDDLE SCHOOL**  
Rodney Lots, Co-Principal  
Jennifer Slater-Sanchez,  
Co-Principal

**JOE WALKER MIDDLE  
SCHOOL**  
Steve Wood, Principal

**LEONA VALLEY SCHOOL**  
Jacob Briggs, Co-Principal  
Shannon Rossall, Co-Principal

**QUARTZ HILL SCHOOL**  
Andrea Paxton, Principal

**RANCHO VISTA SCHOOL**  
Cathy Bennett, Principal

**SUNDOWN SCHOOL**  
Timothy Barker, Principal

**VALLEY VIEW SCHOOL**  
Rebecca Davis, Principal

**WESTSIDE ACADEMY**  
Thomas Morcale  
Principal/Teacher

**RESOLUTION 19-04**  
**Sufficiency of Textbooks or Instructional Materials**

Whereas, the Governing Board of the Westside Union School District in order to comply with the requirements of Education Code 60119, held a public hearing on September 18, 2018, at 6:00 p.m. which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days' notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English Learners, in the Westside Union School District, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including English Learners, has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas between the 2008-09 through the 2018-2019 fiscal years, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Westside Union School District have standards-aligned textbooks or instructional materials from the same adoption cycle, and

Whereas, information provided at the public hearing and to the Board at the public meeting detailed that sufficient textbooks or instructional materials have been provided to students.

Whereas, sufficient textbooks or instructional materials were provided at each school.

Therefore, it is resolved, that for the 2018-2019 school year, the Westside Union School District, has provided each student with sufficient textbooks and instructional materials consistent with the cycles and content of the curriculum framework.

PASSED AND ADOPTED THIS 18<sup>th</sup> day of September 2018 at a meeting, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Regina L. Rossall, Secretary

\_\_\_\_\_  
John Curiel, President

BOARD AGENDA

September 18, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Robert Hughes, Deputy Superintendent

SUBJECT: Memorandum of Understanding, 19-01, 19-02, 19-03, and 19-04 between Westside Union School District and Westside Union Teachers Association: 2018-19 School Year

BACKGROUND:

The District and the Westside Union Teachers Association have agreed to the following items:

- 19-01 Overage for Kindergarten Classes
- 19-02 Instructional Leader Positions
- 19-03 Article 29 – Medigap
- 19-04 Article 7.2.1.3.2 – Official Transcripts

PROGRAM/EDUCATIONAL IMPLICATION:

Certificated employees provide a positive learning experience for the Westside students. The following attachments outline the revisions/additions to our current contract between the District and Westside Union Teachers Association (WUTA).

COST ANALYSIS/FUNDING SOURCE:

None

DEPUTY SUPERINTENDENT'S RECOMMENDATION:

Approval

19-01



WESTSIDE UNION SCHOOL DISTRICT

August 20, 2018

MEMORANDUM OF UNDERSTANDING  
Between the WESTSIDE UNION SCHOOL DISTRICT and  
WESTSIDE UNION TEACHERS ASSOCIATION

This Agreement is between the Westside Union Teachers Association ("WUTA") and Westside Union School District regarding overage calculations for kindergarten classes.

Due to the change in the report card format which increases graded courses in TK and aligns report cards for kindergarten with grades 1<sup>st</sup>-6<sup>th</sup>, overage payments/calculations will be based on the following:

- TK    4 graded courses = \$1.56 per course      Daily =\$6.24
- K    5 graded courses= \$1.25 per course      Daily =\$6.25

Unless the parties agree to an extension, this Memorandum of Understanding will end on June 30, 2019.

Drew Warden  
WUTA Chief Negotiator

Date

Robert Hughes  
Deputy Superintendent

Date

19-02



WESTSIDE UNION SCHOOL DISTRICT

August 20, 2018

MEMORANDUM OF UNDERSTANDING  
Between the WESTSIDE UNION SCHOOL DISTRICT and  
WESTSIDE UNION TEACHERS ASSOCIATION

This Agreement is between the Westside Union Teachers Association ("WUTA") and Westside Union School District regarding Article 30 of the WUTA collective bargaining agreement.

The parties agree to create Instructional Leader positions to support the newly implemented Common Core State Standards and numerous other new programs that are currently implemented within the district. Instructional Leaders will have an assigned area of focus based on subject areas or program.

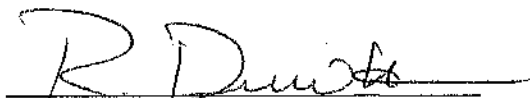
Instructional Leaders primary focus will consist of the following:

- Frame and facilitate collaborative work sessions reflecting on instructional practice
- Lead professional learning sessions at site and district levels.
- Analyze district data, qualitative and quantitative, in order to assess instructional program
- Provide feedback and guidance with curricular initiatives
- Attend conferences and workshops that are pertinent to the assigned specialty

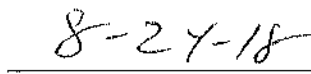
**Compensation**

Instructional Leaders will receive a \$1500.00 annual stipend and will be expected to attend one professional development day per quarter (regular school days with substitute provided) , attend one meeting per month (not to exceed 2 hours), lead professional development (not to exceed two hours per month), and will be compensated the agreed contractual hourly rate for any trainings/meetings that exceed the agreed upon limits. Instructional Leader meetings are considered additional meetings that do not encroach on the maximum 2 meeting requirement noted in Article 5.3. Instructional Leader meetings do not replace or excuse members from their regular site meetings or activities.

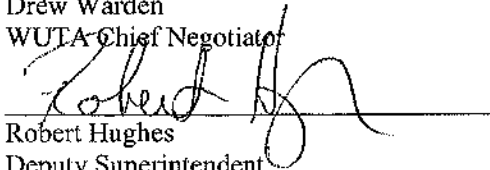
Unless the parties agree to an extension, this Memorandum of Understanding will end on June 30, 2019.



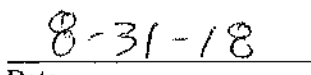
Drew Warden  
WUTA Chief Negotiator



Date



Robert Hughes  
Deputy Superintendent



Date

19-03



WESTSIDE UNION SCHOOL DISTRICT

August 20, 2018

MEMORANDUM OF UNDERSTANDING  
Between the WESTSIDE UNION SCHOOL DISTRICT and  
WESTSIDE UNION TEACHERS ASSOCIATION

This Agreement is between the Westside Union Teachers Association ("WUTA") and Westside Union School District regarding Article 29 of the WUTA collective bargaining agreement.

The parties agree that Article 29 will expire on September 30, 2018. The new distribution agreement for these funds will begin at this time.

Article 29-Medigap

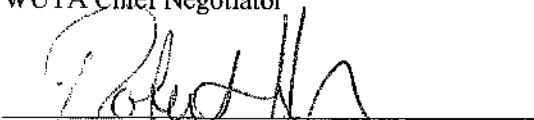
~~The District will contribute \$60,000 annually, beginning 2007-2008, to fund a Medi-Gap program for teachers. The District and WUTA will form a sub-committee to write the language which will then be approved by WUTA and the District. The program will start once there are enough funds to pay for it. The District's \$60,000 annual contribution to fund the MediGap program for teachers will be redistributed and added to the health benefits cap. The District's \$60,000 contribution will be distributed to current teachers and participating retirees to add an additional \$133.32 annual contribution, thereby raising the current monthly contribution from \$1,132.27 to the new cap of \$1,143.38. This permanent increase will replace the previous annual \$60,000 MediGap contribution. Article 29 will be removed from future contracts.~~

Unless the parties agree to an extension, this Memorandum of Understanding will end on September 30, 2018.



Drew Warden  
WUTA Chief Negotiator

8-27-18  
Date



Robert Hughes  
Deputy Superintendent

9-10-18  
Date

19-04



WESTSIDE UNION SCHOOL DISTRICT

September 13, 2018

MEMORANDUM OF UNDERSTANDING  
Between the WESTSIDE UNION SCHOOL DISTRICT and  
WESTSIDE UNION TEACHERS ASSOCIATION

This Agreement is between the Westside Union Teachers Association ("WUTA") and Westside Union School District regarding Article 7.2.1.3.2 of the WUTA collective bargaining agreement.

7.2.1.3.2

Be verified in the District Office with official transcripts prior to July 1. An official transcript is one that bears the official seal of the college and/or the original signature of the registrar, or the registrar's designee. If official transcripts are not available by July 1, the employee will submit an original signed letter from his/her professor confirming a passing grade. This letter will be accepted until official transcripts are available six (6) weeks after the end of the course.

The parties agree to extend the deadline for transcript submission to September 28, 2018.

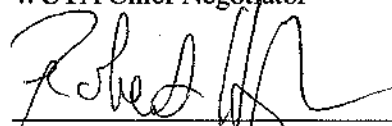
Unless the parties agree to an extension, this Memorandum of Understanding will end on June 30, 2019.



Drew Warden  
WUTA Chief Negotiator

9-13-18

Date



Robert Hughes  
Deputy Superintendent

9-13-18

Date

BOARD AGENDA

September 18, 2018

TO: BOARD OF TRUSTEES

PREPARED BY: Shawn Cabey, Assistant Superintendent Administrative Services

SUBJECT: Board Policies, Administrative Regulations and Board Bylaw  
First Reading

BACKGROUND:

**Board Policy – 1340 - Access to District Records**

[BP Revised. To align with applicable statutes (CSBA)]

Policy updated to reflect NEW COURT DECISION (City of San Jose v. Superior Court) which held that using a personal account or device to send or receive communications regarding public business does not categorically exclude those records from disclosure in response to a request under the California Public Records Act and that public agencies are obliged to disclose applicable records that they can locate with reasonable effort.

**Board Policy and Administrative Regulation 3312.2 – Educational Travel Program Contracts**

[BP Revised. AR Deleted. To align with applicable statutes (CSBA)]

Updated policy clarifies the board's responsibility to approve contracts for educational travel programs and adds contract components, formerly in AR. Regulation deleted and key concepts moved to BP.

**Board Policy and Administrative Regulation 3320 – Claims and Actions Against the District**

[BP/AR Revised. To align with applicable statutes (CSBA)]

Policy and regulation updated to clarify the applicability of the Government Claims Act to certain claims for money or damages against the district, and to reflect NEW COURT DECISION (Big Oak Flat-Groveland Unified School District v. Superior Court of Tuolumne Court) which upheld the district's right to require that a claim be submitted using district procedures before a lawsuit may be filed. Regulation also updated to expand section on "Time Limitations."

**Administrative Regulation – 3541 - Transportation Routes and Services**

[AR Revised. To align with applicable statutes (CSBA)]

Regulation updated to reflect NEW LAW (AB 1453) which authorizes districts to provide for the transportation of adult volunteers to and from educational activities. Regulation also reflects requirement to provide transportation consistent with a student's Section 504 plan, and clarifies the district's responsibility with respect to transportation for homeless students and foster youth.

**Administrative Regulation – 3580 – District Records**

[AR Revised. To align with applicable statutes (CSBA)]

Regulation updated to revise material related to the retention of electronic records, including records pertaining



to district business that are created, saved, sent, or received on an employee's or board member's personal device, to reflect NEW COURT DECISION (City of San Jose v. Superior Court) which held that such records may be accessible to the public in accordance with the California Public Records Act.

**Board Bylaw – 9012 – Board Member Electronic Communications - NEW**

[BB New. To align with applicable statutes (CSBA)]

New Bylaw for district. Reflects NEW COURT DECISION (City of San Jose v. Superior Court) which held that using a personal account or device to send or receive communications regarding public business does not categorically exclude those records from disclosure in response to a request under the California Public Records Act and that public agencies are obliged to disclose applicable records that they can locate with reasonable effort.

**PROGRAM/EDUCATIONAL IMPLICATION:**

None

**COST ANALYSIS/FUNDING:**

There are no costs associated to align with CSBA statutes.

**ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES RECOMMENDATION:**

Approval

# Westside Union SD

## Board Policy - Revised

### Access To District Records

#### Community Relations

BP 1340(a)

The Board of Trustees recognizes the right of citizens to have access to public records of the district. The Board intends the district to provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of state and federal law. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

The district may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other statutes.

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3580 - District Records)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 6162.5 - Student Assessment)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

(cf. 9321 - Closed Session Purposes and Agendas)

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a district-provided device or account or through an employee's or Board member's personal device or account.

(cf. 4040 - Employee Use of Technology)

(cf. 9012 - Board Member Electronic Communications)

The district may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

Legal Reference:

EDUCATION CODE

35145 Public meetings

35170 Authority to secure copyrights

35250 Duty to keep certain records and reports

41020 Requirement for annual audit

42103 Publication of proposed budget; hearing

44031 Personnel file contents and inspections

44839 Medical certificates; periodic medical examination (~~re-access to medical certificate in personnel file~~)

49060-49079 Pupil Student records

49091.10 Parental review of curriculum and instruction

~~52850 Applicability of article (School-based Program Coordination Plan availability)~~

GOVERNMENT CODE

3547 Proposals relating to representation

6250-6270 California Public Records Act

6275-6276.48 Other exemptions from disclosure

53262 Employment contracts

54957.2 Minute book record of closed sessions

54957.5 Agendas and other writings distributed for discussion or consideration

81008 Political Reform Act, Public records; inspection and reproduction

CALIFORNIA CONSTITUTION

Article 1, Section 3 Right of access to governmental information

CODE OF REGULATIONS, TITLE 5

430-438 Individual pupil student records

COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282

International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, (2007) 42 Cal.4th 319

Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4th 1381

Kleitman v. Superior Court, (1999) 74 Cal.App. 4th 324

Fairley v. Superior Court, (1998) 66 Cal.App. 4th 1414 (1998)

North County Parents Organization for Children with Special Needs v. Department of Education, (1994) 23 Cal.App. 4th 144 (1994)

ATTORNEY GENERAL OPINIONS

71 Ops.Cal.Atty.Gen. 235 (1988)

64 Ops.Cal.Atty.Gen 186 (1981)

Management Resources:

CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

ATTORNEY GENERAL PUBLICATIONS

Summary of the California Public Records Act, 2004

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

The People's Business: A Guide to the California Public Records Act, 2008

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://oag.ca.gov>

Institute for Local Government: <http://www.cacities.org>

State Bar of California: <http://www.calbar.ca.gov>

Policy WESTSIDE UNION SCHOOL DISTRICT  
adopted: September 21, 1999 Lancaster, California

# Westside Union SD

## Board Policy - Revised

### Educational Travel Program Contracts

#### Business and Noninstructional Operations

BP 3312.2(a)

The Board of Trustees believes that field trips and other travel opportunities for students are a valuable tool in supporting classroom instruction and promoting enrich students' awareness of learning about places, cultures, and events. In contracting with organizations to provide The district may contract with a qualified person, partnership, corporation, or other entity for educational travel services, the Board desires to ensure a quality educational experience and the health, safety and welfare of each student traveler. Any such contract shall be submitted to the Board for approval and/or ratification.

The Superintendent or designee shall contract only with educational travel organizations which adhere to state law and exhibit safe and reputable business practices.

(cf. 3312 - Contracts)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 6153 - School-Sponsored Trips)

The Superintendent or designee shall establish procedures for selecting the highest quality vendor, taking into account safeguards for student safety, quality of the educational program and fiscal integrity.

The Superintendent or designee shall ensure that each contract is in writing and includes all of the following: (Business and Professions Code 17554)

1. The travel organization's name, trade or business name, business address, business telephone number, and a 24-hour emergency contact telephone number, pager, voice mail, or other method of 24-hour communication
2. A detailed description of:
  - a. Services to be provided as part of the program
  - b. Agreed cost for the services
  - c. Whether or not the educational travel organization maintains insurance that supplies coverage in the event of injury to any student traveler, including the type and amount of coverage, the policy number and issuer, and the name, address, and telephone number of the person or organization able to verify coverage
  - d. Any additional costs to students

- e. Any experience and/or training requirements to be met by the educational travel organization's staff who will accompany students on the educational travel program
3. The educational program being contracted for, including a copy of all materials to be provided to students
4. The number of times the educational travel program or a substantially similar educational travel program has been conducted by the organization and the number of students who completed the program
5. The length of time the organization has either been arranging or conducting educational travel programs, and, at the option of the organization, other travel services with substantially similar components
6. The name of each owner, officer, general partner, or sole proprietor of the organization
7. Whether any owner or principal of the organization has had any judgment entered against him/her, made a plea of nolo contendere, or been convicted of any criminal violation in connection with the sale of any travel services for a period of 10 years predating the contract

Legal Reference:

EDUCATION CODE

35160 Authority of boards

35160.1 Broad authority of school districts

BUSINESS AND PROFESSIONS CODE

17540 Travel promoters

17550-17550.9 Sellers of travel Definition of travel services

17552-17556.5 Educational travel organizations

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: September 15, 1997      Lancaster, California

# **Westside Union SD**

## **Administrative Regulation – Delete**

### **Educational Travel Program Contracts**

**Business and Noninstructional Operations**

AR 3312.2(a)

#### **Definitions**

Educational travel organization or organization means a person, partnership, corporation, or other entity which offers educational travel programs for students residing in California. (Business and Professions Code 17552)

Student traveler or student means a person who is enrolled in elementary or secondary school, grades kindergarten through grade 12, at the time an educational travel program is arranged with an educational travel organization. (Business and Professions Code 17552)

Educational travel program means travel services that are arranged through or offered to an elementary or secondary school in the state, and where the services are represented to include an educational program as a component. (Business and Professions Code 17552)

Owner means a person or organization which owns or controls 10 percent or more of the equity of, or otherwise has claim to 10 percent or more of the net income of, the educational travel organization. (Business and Professions Code 17554)

Principal means an owner, an officer of a corporation, a general partner of a partnership, or a sole proprietor of a sole proprietorship. (Business and Professions Code 17554)

#### **Contract Requirements**

The Superintendent or designee shall ensure that each written contract with an educational travel organization includes all of the following: (Business and Professions Code 17554)

1. The travel organization's name, trade or business name, business address, business telephone number and a 24-hour emergency contact number
2. An itemized statement which shall include but not be limited to:
  - a. Services to be provided as part of the program
  - b. Agreed cost for the services
  - c. A statement as to whether or not the educational travel organization maintains insurance that supplies coverage in the event of injury to any student traveler, including the type and amount of coverage, the policy number and issuer, and the name and telephone number of the person or organization which is able to verify coverage

- d. Any additional costs to students
  - e. The qualifications, if any, for experience and training that are required to be met by the educational travel organization's staff who shall accompany students on the educational travel program
3. A written description of the educational program being contracted for, including a copy of all materials to be provided to students
  4. The number of times the educational travel program or a substantially similar educational travel program proposed by the contract has been conducted by the organization and the number of students who completed the program
  5. The length of time the organization has either been arranging or conducting educational travel programs and, at the option of the organization, other travel services with substantially similar components
  6. The name of each owner and principal of the organization
  7. A statement as to whether any owner or principal of the organization has had entered against him or her any judgment, including a stipulated judgment, order, made a plea of nolo contendere or been convicted of any criminal violation in connection with the sale of any travel services for a period of 10 years predating the contract

District staff shall inform all vendors representing educational travel organizations that they may not arrange a travel program before the district has first entered into a written contract with the organization.

Regulation WESTSIDE UNION SCHOOL DISTRICT  
approved: September 15, 1997 Lancaster, California



# Westside Union SD

## Board Policy - Revised

### Claims And Actions Against The District

#### Business and Noninstructional Operations

BP 3320(a)

The Board of Trustees ~~intends that the~~ desires to conduct district's operations in a manner that minimizes risk, protects district resources, and promotes the health and safety of students, staff, and the public. Any and all claims for money or damages against the district shall be presented to and acted upon in accordance with Board policy and administrative regulation, ~~the~~ Government Claims Act or other applicable state or district procedures, as well as the district's joint powers authority (JPA) agreement or other insurance coverage.

(cf. 3530 - Risk Management/Insurance)

(cf. 5143 - Insurance)

Any ~~claims~~ claims for money or damages not governed by the Government Claims Act (Government Code 810-996.6) or specifically excepted by Government Code 905 shall be presented and acted upon in accordance with district-established procedures consistent with the manner and time limitations ~~in the Government Claims Act,~~ specified in the accompanying administrative regulation, unless a procedure for processing such claims is otherwise provided by state or federal law or regulation. Such compliance is a prerequisite to any court action consistent with the provisions of Government Code 945.4. (Government Code 935)

Upon notice to the district of a claim, the Superintendent or designee shall take all necessary steps to protect the district's rights under any applicable contractual agreements, including the right to indemnification from its insurance or other coverage provider.

In accordance with Government Code 935.4, ~~The~~ Board delegates to the Superintendent the authority to allow, compromise, or settle claims of \$250,000 or less pursuant to any conditions of coverage in the district's JPA agreement or insurance coverage. ~~(Government Code 935.4)~~

#### Retroactivity of this Policy

~~This policy is intended to apply retroactively to any existing causes of action and/or claims for money and/or damages.~~

#### Roster of Public Agencies

~~The Superintendent or designee shall file the information required for the Roster of Public Agencies with the Secretary of State and the County Clerk. Any changes to such information shall be filed within 10 days after the change has occurred. Within 10 days of any change in the name of the district, the mailing address of the Board, or the names and addresses of the Board president, the Board clerk or secretary, or other Board members, the Superintendent or designee shall file the updated information with the Secretary of State and the County Clerk.~~

(Government Code 53051)

~~This information shall include the name of the school district, the mailing address of the Board, and the names and addresses of the Board presiding officer, the Board clerk or secretary, and other members of the Board.~~

Legal Reference:

EDUCATION CODE

35200 Liability for debts and contracts

35202 Claims against districts; applicability of Government Code

CODE OF CIVIL PROCEDURE

340.1 Damages suffered as result of childhood sexual abuse

GOVERNMENT CODE

800 Cost in civil actions

810-996.6 Claims and actions against public entities

6500-6536 Joint exercise of powers

53051 Information filed with secretary of state and county clerk

PENAL CODE

72 Fraudulent claims

COURT DECISIONS

Big Oak Flat-Groveland Unified School District v. Superior Court of Tuolumne County, (2018)

21 Cal.App.5th 403

City of Stockton v. Superior Court, (2007) 42 Cal. 4th 730

Connelly v. County of Fresno, (2006) 146 Cal.App. 4th 29

CSEA v. South Orange Community College District, (2004) 123 Cal.App.4th 574

CSEA v. Azusa Unified School District, (1984) 152 Cal.App.3d 580

Management Resources:

WEB SITES

California Secretary of State's Office: <http://www.sos.ca.gov>

Policy WESTSIDE UNION SCHOOL DISTRICT

adopted: December 8, 2009 Quartz Hill, California

# Westside Union SD

## Administrative Regulation - Revised

### Claims And Actions Against The District

**Business and Noninstructional Operations**

AR 3320(a)

#### Time Limitations

The following time limitations apply to claims against the district:

1. Claims for money or damages relating to a cause of action for death or for injury to person, personal property, or growing crops shall be presented to the Board of Trustees not later than six months after the accrual of the cause of action. (Government Code 905, 911.2)
2. Claims for money or damages as authorized in Government Code 905 and not included in paragraph item #1 above, ~~including claims for damages to real property,~~ shall be filed not later than one year after the accrual of the cause of action. (Government Code 905, 911.2)
3. In accordance with the Board's authority pursuant to Government Code 935, claims for money or damages which are specifically exempted from the Government Claims Act by Government Code 905 and are not governed by any other claims presentation statute or regulation shall be filed not later than six months after the accrual of the cause of action. (Government Code 905, 911.2, 935)

#### Late Claims

~~Claims under paragraphs #1 above which are filed later than six months after the accrual of the cause of action must be accompanied by an application to file a late claim. Such claim and application to file a late claim must be filed not later than one year after the accrual of the cause of action. (Government Code 911.4)~~

For claims under item #1 and #3 in the section "Time Limitations" above, any person who presents a claim later than six months after the accrual of the cause of action shall present, along with the claim, an application to present a late claim. Such claim and the application to present a late claim shall be presented not later than one year after the accrual of the cause of action. (Government Code 905, 911.4)

If a claim under paragraphs #1 is filed presented late and is not accompanied by the an application to file present a late claim, the Board or Superintendent shall, or its designee may, within 45 days, give written notice that the claim was not filed presented timely and that it is being returned without further action. (Government Code 911.3)

The Board shall grant or deny the application to present a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the

Board or Superintendent provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The Board or Superintendent shall grant the application to ~~file~~ present a late claim ~~under any~~ where one or more of the following ~~circumstances~~ conditions are applicable: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and the district was not prejudiced in its defense of the claim by the claimant's failure to present the claim within the time limit.
2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim.
3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason he/she failed to present the claim.
4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim.

If the application to present a late claim is denied, the claimant shall be given notice in substantially the same form as set forth in Government Code 911.8. (Government Code 911.8)

If the Board or Superintendent does not take action on the application to ~~file~~ present a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless the time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

#### ~~Delivery and Form of Claim~~

~~A claim, any amendment thereto, or an application for leave to present a late claim shall be deemed presented when delivered to the office of the Superintendent or deposited in a post office, subpost office, substation, or mail chute or other like facility maintained by the U.S. Government in a sealed envelope properly addressed to the district office with postage paid when otherwise actually received in the district office or by the Board secretary or clerk. (Government Code 915, 915.2)~~

~~Claims shall be submitted on the district claim form. The Board or Superintendent may return a claim not using the district's claim form and the claim may be resubmitted using the district's form. (Government Code 910.4)~~

#### ~~Notice of Claim Insufficiency~~

~~The Superintendent or designee shall review all claims for sufficiency of information.~~

~~If the claim is found insufficient or found not to satisfy the form requirements under Government Code 910.4, The Superintendent or designee may, within 20 days of receipt of claim, either personally deliver or mail to claimant at the address stated in the claim or application, a notice stating deficiencies in the claim presented. If such notice is delivered or sent to claimant, the Board shall not act upon the claim until at least 15 days after such notice is sent. (Government Code 910.8, 915.4)~~

#### ~~Amendments to Claim~~

~~Claims may be amended within the above time limits or prior to final action by the Board, whichever is later, if the claim, as amended, relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)~~

#### ~~Action on Claims~~

~~Within 45 days after the presentation or amendment of a claim, the Board or Superintendent (if delegated this authority) shall take action on the claim. This time limit may be extended by written agreement between the district and the claimant before the expiration of the 45-day period. or before If the 45-day period has expired, the time limit may be extended if legal action is has not commenced or been barred by legal limitations. (Government Code 912.4)~~

~~The Board may act on the claim in one of the following ways: (Government Code 912.4, 912.6)~~

- ~~1. If the Board finds that the claim is not a proper charge against the district, the claim shall be rejected.~~
- ~~2. If the Board finds that the claim is a proper charge against the district and is for an amount justly due, the claim shall be allowed.~~
- ~~3. If the Board finds that the claim is a proper charge against the district but is for an amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance.~~
- ~~4. If legal liability of the district or the amount justly due is disputed, the Board may reject or compromise the claim.~~
- ~~5. If the Board takes no action on the claim, the claim shall be deemed rejected.~~

~~If the Board allows the claim in whole, or in part, or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the Board may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)~~

~~The Superintendent Board or its designee shall transmit to the claimant written notice of action taken or of inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall either be personally delivered or mailed to the address stated in~~

AR 3320(d)

the claim or application. (Government Code 913, 915.4)

Regulation WESTSIDE UNION SCHOOL DISTRICT  
approved: December 8, 2009 Quartz Hill, California

# Westside Union SD

## Administrative Regulation - Revised

### Transportation Routes And Services

Business and Noninstructional Operations

AR 3541(a)

#### Routes and Bus Stops

The Superintendent or designee shall design transportation routes and stops within district boundaries that to promote the safety of students, and maximum efficiency in the use of buses, and decreased traffic in and around the schools.

(cf. 3510 - Green School Operations)  
(cf. 3514 - Environmental Safety)  
(cf. 3540 - Transportation)

~~Students who reside beyond the minimum transportation distances listed below shall be eligible for transportation service to the school of their attendance area:~~

Students shall be eligible for transportation service to and from school if the distance between their school-established bus stop and the school is beyond the minimum listed below:

1. For elementary school students:

Grades K-3 6: one and one half mile radius from the school  
~~Grades K-4-8 one and one half mile radius from the school~~  
~~Grades 7-8: two and one quarter mile radius from the school~~

2. For students attending a three-year junior high school:

Grades 6-8-9: two and one quarter mile radius from the school

The Superintendent or designee may authorize transportation ~~within the walking distance when safety problems or hazards exist.~~ below these limits when safety problems or hazards exist.

(cf. 5142.2 - Safe Routes to School)

~~(cf. 5116.1 - Intradistrict Open Enrollment)~~  
~~(cf. 5117.1 - Interdistrict Attendance Agreements)~~  
~~(cf. 5117.2 - Alternative Interdistrict Attendance Program)~~

~~By posting to the district website the Superintendent or designee shall communicate to parents/guardians regarding bus routes, schedules and stops.~~

The Superintendent or designee shall communicate in writing to parents/guardians regarding bus routes, schedules, and stops. He/she may also arrange for local media to publish such information.

(cf. 1112 - Media Relations)  
(cf. 5145.6 - Parental Notifications)

~~Transportation Services~~

With the Board of Trustees' authorization, transportation services may be provided or arranged by the district for:

1. Students traveling to and from school during the regular school day (Education Code 39800)

2. Field trips and excursions (Education Code 35330)

(cf. 3541.1 - Transportation for School-Related Trips)

3. School activities, expositions or fairs, or other activities determined to be for the benefit of students (Education Code 39860)

4. District employees or parents/guardians, and adult volunteers traveling to and from educational activities authorized by the district (Education Code 39837.5)

5. Preschool or nursery school students (Education Code 39800)

(cf. 5148.3 - Preschool/Early Childhood Education)

6. Students traveling to full-time occupational classes provided by a regional occupational center or program (Education Code 39807.5, 41850)

(cf. 6178.2 - Regional Occupation Center/Program)

7. Students traveling to and from their places of employment during the summer in connection with a summer employment program for youth (Education Code 39837)

8. Matriculated or enrolled adults traveling to and from school, or adults for educational purposes other than to and from school (Education Code 39801.5)

(cf. 6200 - Adult Education)

9. Private school students, upon the same terms, in the same manner, and on the same routes provided for district students (Education Code 39808)



6.10. Nonschool purposes as allowed by law, such as:

- a. Community recreation (Education Code 39835)
- b. Public transportation (Education Code 39841)

Students who attend school outside of their school attendance area or district boundaries may be eligible for transportation services in accordance with district policy.

(cf. 5116.1- Intradistrict Open Enrollment)  
(cf. 5117 - Interdistrict Attendance)

The district shall provide home-to-school transportation and additional transportation services as needed for students with disabilities as specified in their individualized education programs or Section 504 plan. (Education Code 41850; 20 USC 1400-1482; 34 CFR 104.4, 300.17, 300.34).

(cf. 3541.2 - Transportation for Students with Disabilities)  
(cf. 6159 - Individualized Education Program)  
(cf. 6164.6 - Identification and Education Under Section 504)

~~The district shall provide homeless students with transportation services comparable to those offered to other students at the school of attendance. The Superintendent or designee shall provide transportation to homeless students in accordance with law, Board policy, and administrative regulation. When the student resides outside of district boundaries, the Superintendent or designee shall consult with the superintendent of the district of residence to apportion the responsibility and costs of transportation. (42 USC 11432)~~

(cf. 6173 - Education for Homeless Children)

~~If a homeless student moves to a shelter that is in another attendance area within the district, the Superintendent or designee may arrange transportation that enables the student to continue attending the same school.~~

(cf. 5111.13 - Residency for Homeless Children)

The Superintendent or designee shall collaborate with the local child welfare agency to determine the provision, arrangement, and funding of transportation to enable foster youth to attend their school of origin when it is in the student's best interest to do so. (20 USC 6312)

(cf. 6173.1 - Education for Foster Youth)

Legal Reference:  
EDUCATION CODE  
10900.5 Use of school buses for community recreation

35330 Excursions and field trips  
35350 Authority to transport pupils  
39800-39809.5 Transportation, general provisions, especially:  
39800 Powers of governing board to provide transportation to and from school  
39801.5 Transportation for adults  
39808 Transportation for private school students  
39830-39842.3 School buses, especially:  
39835 Use of school buses for community recreation  
39837 Transportation to summer employment program  
39837.5 Transportation of employees, and parents/guardians and adult volunteers to school activities  
39860 Transportation to school activities  
41850-41857.6 Allowances for transportation  
41860-41863 Supplementary allowances for transportation  
48853.5 Educational placement of students residing in licensed children's institutions  
CODE OF REGULATIONS, TITLE 5  
15240-15244 Allowances for student transportation, definitions  
UNITED STATES CODE, TITLE 20  
1400-1482 Individuals with Disabilities Education Act  
6312 Transportation to maintain children in foster care in school of origin  
UNITED STATES CODE, TITLE 42  
11432 McKinney-Vento Homeless Assistance Act  
CODE OF FEDERAL REGULATIONS, TITLE 34  
104.4 Equal opportunity under the Rehabilitation Act of 1973, Section 504  
300.17 Free appropriate public education  
300.34 Special education related services

Management Resources:

CSBA PUBLICATIONS

Special Education Pupil Transportation: Considerations in the Era of LCFF, Governance Brief,  
April 2014

WEB SITES

California Department of Education, Office of School Transportation:

<http://www.cde.ca.gov/bus/index.html>

<http://www.cde.ca.gov/ls/tm/or/assignment.asp>

Pupil Transportation Safety Institute: <http://www.ptsi.org>

Regulation WESTSIDE UNION SCHOOL DISTRICT  
approved: September 2, 2008 Quartz Hill, California

# Westside Union SD

## Administrative Regulation - Revised

### District Records

#### Business and Noninstructional Operations

AR 3580(a)

#### Classification of Records

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

(cf. 1340 - Access to District Records)

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

(cf. 3440 - Inventories)

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

(cf. 5125 - Student Records)

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

#### Class 1 - Permanent Records

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) Record and shall be retained indefinitely unless microfilmed in accordance with ~~the Code or Regulations, Title 5,~~ 5 CCR 16022: (5 CCR 16023)

~~Section 16022: (5 CCR 16023)~~

1. Annual Reports
  - a. Official budget
  - b. Financial reports of all funds, including cafeteria and student body funds
  - c. Audit of all funds
  - d. Average daily attendance, including Period 1 and Period 2 reports
  - e. Other major annual reports, including:
    - (1) Those containing information relating to property, activities, financial condition or transactions
    - (2) Those declared by Board of Trustees minutes to be permanent

(cf. 3100 - Budget)  
 (cf. 3452 - Student Activity Funds)  
 (cf. 3460 - Financial Reports and Accountability)  
 (cf. 3551 - Food Service Operations/Cafeteria Fund)
2. Official Actions
  - a. Minutes of the Board or Board committees, including the text of rules, regulations, policies or resolutions included by reference only
  - b. The call for and the result of any elections called, conducted or canvassed by the Board
  - c. Records transmitted by another agency pertaining to its action with respect to district reorganization

(cf. 7214 - General Obligation Bonds)  
 (cf. 9324 - Minutes and Recordings)
3. Personnel Records

Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation, salaries or wages paid; ~~deductions or withholdings made and the person or agency to whom such amounts were paid.~~ In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as a Class 1 (Permanent); record and the detailed records may then

be classified as Class 3 (Disposable) records.

Information of a derogatory nature as defined in Education Code 44031 shall be retained as a Class 1 (Permanent) record ~~only when~~ until the time for filing a grievance has passed or the document has been sustained by the grievance process.

(cf. ~~4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records~~)  
 (cf. 4112.5/4212.5/4312.5 - Criminal Record Check)  
 (cf. 4112.6/4212.6/4312.6 - Personnel Files)

When a District employee needs a duplicate copy of their pay stub, W-2 or other District provided document, there will a \$5.00 fee for the first requested document and subsequent requested documents on the same day are \$2.00 each.

#### 4. Student Records

The records of enrollment and scholarship for each student required by 5 CCR 432 ~~Title 5, Section 432~~, and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. ~~This~~ These includes any related policy of liability insurance, except that these records cease to be Class 1 (Permanent) records one year after the claim has been settled or the statute of limitations has expired.

(cf. 5111.1 - District Residency)  
 (cf. 5141 - Health Care and Emergencies)  
 (cf. 5143 - Insurance)

#### 5. Property Records

Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as a Class 1 (Permanent) record. The detailed records may then be classified as Class 3 (Disposable) records if the property ledger includes all fixed assets, an equipment inventory, and, for each piece of property, the date of acquisition, name of previous owner, a legal description, ~~the~~ amount paid, and comparable data if the unit is disposed of.

(cf. 3280 - Sale or Lease of District-Owned Real Property)

#### Class 2 - Optional Records

Any record considered temporarily worth keeping, but which is are not a Class 1 records, may be classified as Class 2 (Optional) records and shall be retained until it is reclassified as Class 3 (Disposable) records. If, by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1, as specified in 5 CCR 16022, all records of the prior year may be classified as Class 2 (Optional) records pending

further review and classification within one year.—(Title 5, Section 16024) (5 CCR 16024)

### Class 3 - Disposable Records

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) shall be classified as Class 3 (Disposable) records. These include but are not limited to: detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by Title 5, Section 432 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent) records; and periodic reports, including daily, weekly and monthly reports, bulletins and instructions. (Title 5, Section 16025) (5 CCR 16025)

Class 3 (Disposable) records shall be destroyed during the third school year after the later of the following:

- 1.——The completion of any legally required audit
- 2.——The retention period required by any agency other than the State of California
- 3.——The school year in which the records originated

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later.

A continuing record shall not be destroyed until the fourth year after it has been classified as a Class 3 (Disposable) record. (5 CCR 16026, 16027)

(cf. 5113.2 - Work Permits)

### Electronically Stored Information

~~All district related electronically stored information generated or received by a district employee shall be saved to an electronic file on the district's computer and retained for at least 180 days, or shall be printed by the employee and physically filed in a way that it can be easily retrieved when needed.~~

However, any district related electronically stored information that qualifies as a record, as defined above, shall be classified and retained as specified in the section "Classification of Records" above.

~~District related electronically stored information includes, but is not limited to, any email,~~

voicemail, text message, word processing document, spreadsheet, or text document related to district business or generated in the course of an employee's official duty.

All electronically stored information related to the conduct of district business, including information created, saved, sent, or received on a district employee's or Board member's personal account or device, shall be saved as an electronic file to a district-provided account or device and retained in accordance with the section "Classification of Records" above. Such information includes, but is not limited to, email, text messages, instant messages, computer files, and other electronic communications related to district business. In addition, when appropriate, the information may be printed and physically filed in a way that allows it to be easily retrieved when needed.

(cf. 9012 - Board Member Electronic Communications)

Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.

(cf. 4040 - Employee Use of Technology)

Any employee person to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the district's electronic information management system and, as necessary, provided training on effectively using the device.

~~(cf. 4131 - Staff Development)~~

~~(cf. 4231 - Staff Development)~~

~~(cf. 4331 - Staff Development)~~

Regulation WESTSIDE UNION SCHOOL DISTRICT  
approved: September 15, 1997 Quartz Hill, California  
revised: August 5, 2014  
revised: November 1, 2016

# Westside Union SD

## Board Bylaw - New

### Board Member Electronic Communications

#### Board Bylaws

BB 9012(a)

The Board of Trustees recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the district and with members of the public. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendaized Board meeting nor to circumvent the public's right to access records regarding district business.

(cf. 1100 - Communication with the Public)

(cf. 9000 - Role of the Board)

(cf. 9322 - Agenda/Meeting Materials)

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

(cf. 9320 - Meetings and Notices)

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

In addition, Board members may use electronic communications to discuss matters that do not pertain to district business, regardless of the number of Board members participating in the discussion.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the media shall be forwarded to the designated district spokesperson.

(cf. 1112 - Media Relations)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)



(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 1312.4 - Williams Uniform Complaint Procedures)  
(cf. 3320 - Claims and Actions Against the District)  
(cf. 9005 - Governance Standards)  
(cf. 9121 - President)  
(cf. 9200 - Limits of Board Member Authority)

To the extent possible, electronic communications regarding any district-related business shall be transmitted through a district-provided device or account. When any such communication is transmitted through a Board member's personal device or account, he/she shall copy the communication to a district electronic storage account or device for easy retrieval.

(cf. 1340 - Access to District Records)  
(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

35140 Time and place of meetings  
35145 Public meetings  
35145.5 Agenda; public participation; regulations  
35147 Open meeting law exceptions and applications

GOVERNMENT CODE

6250-6270 California Public Records Act  
11135 State programs and activities, discrimination  
54950-54963 The Ralph M. Brown Act, especially:  
54952.2 Meeting, defined  
54953 Meetings to be open and public; attendance  
54954.2 Agenda posting requirements, board actions

COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

Management Resources:

CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

WEB SITES

CSBA: <http://www.csba.org>

CSBA, Agenda Online:

<http://www.csba.org/ProductsAndServices/AllServices/AgendaOnline.aspx>

California Attorney General's Office: <http://oag.ca.gov>